

FINANCE DEPARTMENT

CITY OF OXNARD, CALIFORNIA

PROPOSED BUDGET FISCAL YEAR 2017-18



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Elected Officials



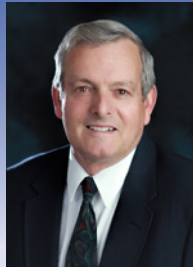
Tim Flynn,
Mayor



Carmen Ramirez,
Mayor Pro Tem



Bryan A. MacDonald,
Councilman



Bert Perello,
Councilmember



Oscar Madrigal,
Councilmember



Michelle Ascencion,
City Clerk



Phil Molina,
City Treasurer

Senior Leadership Team



Stephen Fischer,
City Attorney



Greg Nyhoff,
City Manager



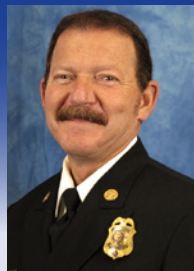
Ruth Osuna,
Assistant
City Manager



Jesús Náva,
Assistant
City Manager



Scott Whitney,
Police Chief



Darwin Base,
Fire Chief



Jim Throop,
Chief Financial Officer



Ingrid Hardy,
Cultural and Community
Services Director



Ashley Golden,
Development Services
Director



Steve Naveau,
Human Resources
Director



Kymberly Horner,
Economic
Development Director



Keith Brooks,
Information Technology
Director



Arturo Casillas,
Housing Director



Daniel Rydberg,
Public Works Director

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FY 2017-18
Proposed Budget

Budget Message



Budget Message

June 1, 2017

TO: City Council
Housing Authority Commissioners
Successor Agency to the Community Development Commission

FROM: Greg Nyhoff, City Manager
Office of the City Manager

SUBJECT: Recommended Operating Budget for Fiscal Year (FY) 2017-18

Last fiscal year's budget was prefaced with hope and a positive outlook for a better Oxnard and City Government. The City Council established 2-year Strategic Priorities that have guided our direction during the 2016-2017 fiscal year. I am pleased to say we are fiscally stronger and have accomplished numerous strategic priorities throughout the year.

2014-2016 was "extraordinarily challenging" as we conducted independent reviews of many of the core operations of the City. In 2012, the District Attorney issued his report which raised questions about inadequate record keeping. We initiated audits and reviews of the internal services functions, most notably, the City Manager's Office, the Finance, and the Human Resources Departments.

These independent reviews led to 128 recommended actions and 110 audit findings from our new financial auditors. The audits revealed that our foundation of good governance was severely damaged. It was a challenging time for the community, City Council and staff as we openly and transparently presented report after report of past failures and future challenges. During this process, the City Council committed to full transparency.

We had to reduce spending by millions of dollars by resetting services, staffing levels and borrowing 16 million dollars from the Measure O funds.

There are many new faces working for the City who have committed to making a difference and working together alongside our tenured employees to make all proud of our organization going forward.

In Fiscal Year 2016-2017 we moved from extraordinary challenges to stabilization. The new budget includes the same staffing levels, a few improvements and reliance on Measure O funding to assist in police vehicle replacement, and several facility repairs. City Council established strategic priorities and we are well on our road to recovery.

The proposed budget for 2017-2018 continues to strengthen our financial and organizational foundation and begins our transition to a well-run organization and a City that has their financial health in order. Because the City Council and the community made the difficult and necessary decisions in the past, I am pleased to say that a tremendous turnaround has occurred over the past several years.

Budget Message

The 2017-2018 budget builds on the City Council, community and City staffs 2-year strategic priorities of restoring fiscal and organizational health to Oxnard. The budget further supports the City Council goals of:

- Quality of Life Strategy
- Organizational Effectiveness Strategy
- Economic Development Strategy
- Infrastructure and Natural Resources Strategy

The proposed budget funds the operations of City Departments at the same level as the prior year. However, the base budget reflects increases due to employee salary and benefit increases called for in labor association agreements. Also included in this budget message are a list of recommended augmentations to the base budget that I believe will further support the community's needs.

There have been many changes throughout the last 3 years. I must acknowledge the employees for their ongoing efforts to fix what is broken while at the same time tending to the daily requirements of operating City services for a community of over 200,000 residents. I would also like to acknowledge the contribution that the City's Boards and Citizens Advisory Groups and other volunteers groups make to the City of Oxnard.

I thank you for making many difficult and sometimes unpopular decisions. Your decisions have always been made with all residents interests in mind. The remainder of the budget message outlines the overall proposed budget in greater detail.

During the budget workshops on June 5th and 7th Department Directors will briefly talk about accomplishments, challenges and their FY2017-18 budget and budget augmentation request.

Budget Message

To: The Honorable Tim Flynn, Mayor and Members of the Oxnard City Council
Housing Authority Commissioners
Successor Agency to the Community Development Corporation

From: Greg Nyhoff, City Manager

Subject: City Manager's Recommended Budget for Fiscal Year 2017-18

The recommended budget for Fiscal Year 2017-18 totals \$414.0 million. This is an increase of \$34.9 million, or 9.0% from prior year. The new budget balances revenues and expenditures, and uses a planned minimal \$200,000 from General Fund reserves. It maintains current levels of City services and recommends budget augmentations for Police, Fire, Development Services and the Office of the Treasurer.

A summary of the recommended budget by major funds is as follows:

Funds	2017-18 Proposed
GENERAL FUND	125,179,875
HALF CENT SALES TAX	12,985,871
STREET MAINTENANCE	221,504
STORM WATER MANAGEMENT	1,287,385
PERFORMING ARTS CNTR FUND	2,072,128
GOLF COURSE OPERATING	895,178
PUBLIC SAFETY RETIREMENT	13,891,720
STATE GAS TAX	7,159,287
Special Revenue Funds	9,866,677
Landscape & Community Facility Maintenance Districts	12,027,135
Assessment Districts Funds	4,228,459
Enterprise Funds	
Water Funds	58,871,273
WasteWater Funds	62,024,032
Environmental Resources Funds	45,889,239
Total Enterprise Funds	166,784,544
Internal Service Funds	
701-PUBL LIAB & PROP DAMAGE	2,988,144
702-WORKERS COMPENSATION FUND	5,576,787
725-CUSTOMER BILLING OPR FUND	1,318,715
731-INFORMATION TECHNOLOGY	5,334,513
735-FACILITIES MAINTENANCE	3,895,699
741-FLEET SERVICES FUND	10,379,809
Total Internal Service Funds	29,493,667
Total All Funds	386,093,430
Less: Internal Service Funds	(29,493,667)
Net Adjusted Appropriations	356,599,763
Public Housing	7,500,000
Rental Assistance – Section 8	20,400,000
Total Public Housing (Non-City)	27,900,000
Total of All Funds	413,993,430

Budget Message

FUND	2016-17 Adopted	2017-18 Proposed	\$ Change	% Change
General Fund	122.35	125.18	2.83	2%
Half Cent Sales Tax	15.19	12.99	-2.20	-14%
Street Maintenance	.20	.22	.02	11%
Storm Water Management	1.22	1.29	.07	6%
Performance Arts Center	1.66	2.07	.41	25%
Golf Course Operating *	5.28	.90	-4.38	-83%
Public Safety Retirement	10.43	13.89	3.47	33%
State Gas Tax	6.76	7.16	.40	6%
Special Revenue Funds	12.13	9.87	-2.27	-19%
Landscape & Community Facility Maintenance Districts	9.84	12.03	2.19	22%
Assessment Districts Funds	4.82	4.23	-.59	-12%
Enterprise Funds				
Water Funds	60.53	58.87	-1.66	-3%
Wastewater Funds **	34.10	62.02	27.92	82%
Environmental Resources Funds	43.01	45.89	2.88	7%
Total Enterprise Funds	137.65	166.78	29.14	21%
Internal Service Funds				
Public Liability & Property Damage	2.94	2.99	.05	2%
Workers Compensation Fund	5.45	5.58	.13	2%
Customer Billing Operating Fund	1.09	1.32	.23	21%
Information Technology	4.45	5.33	.88	20%
Facilities Maintenance	3.53	3.90	.37	10%
Fleet Services Fund	9.20	10.38	1.18	13%
Internal Service Funds	26.65	29.49	2.84	11%
Housing Authority (Non-City)	24.95	27.90	2.95	12%
Total All Funds	379.11	413.99	34.88	9%

BUDGET OVERVIEW

The recommended budget includes a number of additions intended to reflect City Council decisions, priorities and policy directives. They are implemented to resolve long-standing issues, meet labor agreements, increase public safety services and improve the financial condition of the City's Water and Wastewater utilities.

Limited Benefitted Positions

Limited benefitted positions, commonly called LBEs, have been incorporated into the new budget as full-time equivalents based on the recommendations of the department directors and the Human Resources department. LBEs have existed in the City's budget for decades with some employees working full-time, some part-time. In prior budgets, the positions were

Budget Message

funded through a general appropriation of funds for temporary labor and did not list the limited benefitted workforce as full-time equivalents.

Over the last year, the City's departments worked with the Human Resources staff to identify the limited benefitted positions that would be converted to full-time equivalents and added to the formal count of approved positions. A criterion was developed to assess each individual LBE. In general, each position had to exist for a minimum of 3 years and each employee had to work an average of 36 hours per week to ensure the necessity of the services provided by the position. Employees working as LBEs also had to have a satisfactory work history, as documented by each department director, to qualify for full-time employment.

On July 1, 2017 a total of 134 limited benefitted positions will be converted to full-time status. The budget now includes their individual salaries based on their approved classifications along with the associated benefits which are determined by the bargaining agreements in place.

The cost for converting the LBEs to full-time is approximately \$ 723,034. Of that amount, General Fund portion is \$633,345 and Enterprise Fund portion is \$89,689. The total cost of the LBE conversion is approximately \$3.9 million. A list of the positions, by department, is included to memorialize the additions to the City's workforce.

Collective Bargaining Agreements

Employee salary adjustments are also included in the recommended budget based on the increases stipulated in the collective bargaining agreements that have been approved by the City Council. On May 23, 2017, the Council approved two additional labor agreements with the Oxnard Mid-Managers Association (OMMA) and with the International Union of Operating Engineers Local 501 (IUOE). Council will also consider for approval agreements with the unrepresented Public Safety-Fire Management, Confidential Non-Managers, Confidential Mid-Managers and Executive Employees. The costs for these new labor agreements are included in the recommended budget.

The new agreements represent two and a half years of negotiations. All employees will now be contributing towards the cost of their retirement pensions provided by the California Public Employees Retirement System (CalPERS). This is consistent with the City Council's goal to have employees pay for their share of the benefit. City employees that are classified as "Classic" employees have had the City pay their portion of the benefit (known as the "employee contribution") of 7.0% for Miscellaneous (non-Public Safety) and 9.0% for Public Safety employees. The new labor agreements include provisions that will require miscellaneous employees to pay their full contribution of 7.0% by July 2019 when the agreements are scheduled for renewal.

The current labor agreements with public safety employees (Police and Fire) require them to pay up to 5.0% of the 9.0% employee pension contribution by June 30, 2018. The City will continue to pay the remaining 4.0% until new labor contracts are negotiated.

Budget Message

The Executive group has paid five percent (5.0%) of the required employee contribution of seven percent (7.0%) since 2016. City employees hired beginning January 1, 2013 are already required by state law, per the Public Employees' Pension Reform Act (PEPRA), to pay fifty percent (50.0%) of their cost as determined by current and future CalPERS valuations.

Police Augmentations

The new budget proposes to increase the level of service provided to our residents by the Police department. A total of fifteen new positions are included. Fourteen (14) of these positions were added to the budget on March 21, 2017. They included four (4) Community Service Officers, two (2) Traffic Service Assistants, three (3) Police Records Technicians, one (1) Crime Analysis Data Technician, three (3) Police Officers, and one (1) Police Commander. The cost of these additions is projected to be \$930,000, in the recommended budget.

One (1) additional position is recommended in the budget, a Youth Intervention Police Officer, to address the current issue of gang-related crimes.

The Police Department did submit a request for an additional seven (7) police officers, and one (1) new crime analysts to augment police protection citywide and increase the level of support to officers working to prevent, deter and solve crimes in Oxnard. However, these augmentations will be presented to the City Council during the budget workshops for consideration. If approved, the adopted budget will be increased to pay for the additional positions.

Other important additions to the Police budget include \$184,000 for software maintenance for body-worn cameras, \$150,000 for overtime, and \$112,500 for contractual public security services at the City's main library and the Service Center.

Police Vehicles

On March 7, 2017, the City Council also approved \$672,000 for the purchase of police vehicles. Included were eleven (11) Ford police interceptor vehicles, six (6) light duty pickups and one (1) Ford police patrol utility truck. These vehicles will replace cars and trucks with registered high mileage.

Fire Academy and Station Coverage

On April 11, 2017, the City Council approved twenty-six (26) "Firefighter Limited Term" positions at a cost of \$1.2 million. The limited term positions (not limited benefitted) represent the new 2017 Fire Academy Class. Upon graduation, the positions will become full-time equivalents. The cost of the new academy is estimated at \$46,000 per trainee. This cost includes salaries, personal protective equipment and recruitment costs. There are currently 17 vacancies in the Fire department that need to be filled and the class of 26 fire trainees will replace those vacancies, as well as future planned vacancies as they occur.

The budget also includes an additional \$1 million for overtime wages associated with mandatory fire station coverage requirements. These are not new costs as they have

Budget Message

historically been incurred due to staff vacancies and absences. However, the budget now appropriates funds to cover these recurring costs.

Please note that the current Federal Staffing for Adequate Fire and Emergency Response (SAFER) grant will come to a close. The grant funds have helped to support fire station coverage by paying for fire staff salaries. There are currently no notices of funding availability for the grant, so new grant funds are not included in the recommended budget.

Development Services Positions

An increase in service levels is proposed for Development Services. The budget recommends three new positions for the department: an Associate Planner, a Construction Inspector and a Building Inspector. The positions are needed to maintain development review schedules and to expeditiously approve new development proposals and projects, which are of importance to the economy of the City. Also included is a new vehicle for the building inspector.

The addition of these positions are projected to be cost neutral to the budget given that development fees will be sufficient to pay for the augmentation.

Utility Billing and Treasury Positions

The budget adds three new positions to the Office of the Treasurer. An Account Clerk is added to help with cash handling duties associated with business licensing activities. A Customer Service Representative is also added to assist with business licensing. A third Customer Service Representative is added in the Utility Billing Division to augment utility payments services and reduce the wait time for residents and businesses that stand in line at the Service Center to make payments. The addition of these positions is also considered revenue neutral given that their daily activities will produce additional revenue for the City. The new staff is funded through a combination of General Fund and utility revenues.

Landscape Maintenance and Community Facilities Districts

After much effort, the City has rectified all issues related to the funding, operations and maintenance of its multiple landscape improvement and community facilities districts. In particular, the City was able to perform a comprehensive review and implement proper and correct fund accounting, utility billing and administrative charges. As a result, the districts were made whole by the Council through the approval of General Fund dollars to cover any negative fund balances and to reimburse the districts for past erroneous and ineligible utility costs and administrative fees.

Staff communication and outreach to the districts also improved by attendance at homeowner association and neighborhood meetings. Dedicated space on the City's website also provides information to the public that can be used to ascertain the City's activities. The use of the Oxnard 3-1-1 smartphone application has assisted in tracking and responding to resident complaints and concerns.

Budget Message

Starting July 1, 2017, a newly created Special Districts Division in the Finance Department will be charged with the management of the districts. Ten positions are approved in the new division, all funded by the districts. The positions include one; (1) Maintenance District Administrator, two (2) Project Managers, one (1) Financial Analyst, two (2) Landscape Inspectors, one (1) Parks Maintenance Supervisor, two (2) Senior Grounds-Workers and one (1) Administrative Technician.

In addition, all work performed on the City's landscape maintenance districts will be accomplished by private landscape contractors, inspected for accuracy, and paid upon verification that the work was done correctly.

Water Rates

The City Council approved water pass-through rates on February 7, 2017 to help offset financial losses in the Water Fund. Oxnard City Ordinance No. 2859 establishing fees and charges for City water service contains a provision that allows for the administrative adjustments to water rates for certain third party charges incurred by the City's water system. The pass-through rate adjustments covered the increase in the cost of water from United Water Conversation District and the Calleguas Municipal Water District, both of which provide wholesale water to the City. While the pass-through rates adjust billings based on customer type, meter size and usage tier, the average single family residential customer realized a \$3.60 per month increase or roughly 14.0%.

On April 18, 2017, the Council also approved a new water rate structure and authorized the mailing of the California Proposition 218 notice of water rate adjustments to all customers. Once approved, the average single family household will see an increase of \$3.60 per month. The effective date of the water rate increase is September 1, 2017. The new rates will ensure that the Water Fund can meet the daily operations and maintenance costs of the water system, fund certain capital improvements, and meet debt covenants and reserve requirements.

Wastewater Rates

On May 23, 2017, the City Council unanimously approved a new set of wastewater rate adjustments for the next five consecutive years. This was a significant event for the City of Oxnard given that the last set of wastewater rates was successfully challenged at the ballot box.

Council approved the last set of rate adjustments in January 2016 and implemented the first annual rate increase of 35.0% on March 1, 2016. In November 2016, Measure M was passed by the voters of Oxnard in an attempt to nullify the rate structure.

In response, the City challenged the legality of Measure M and was granted relief by the court presiding over the case by allowing the City to collect the 35% rate increase until the case is heard and finalized in October of 2017. The Council also authorized a new rate setting process that started in January 2017 with the formation of the Utility Ratepayers Advisory Panel (URAP). The seven member panel met to listen to staff presentations and options and voted 5 to 2 to recommend new annual rate adjustments of 5.25% for the next five fiscal years. The projected monthly increase in the first year for a typical household is \$2.22.

Budget Message

The Council adopted the URAP recommendations and approved wastewater rates for the succeeding five years on May 23, 2017. The approval was unanimous for the consecutive annual rate increases of 5.25% per annum.

STATE OF THE ECONOMY

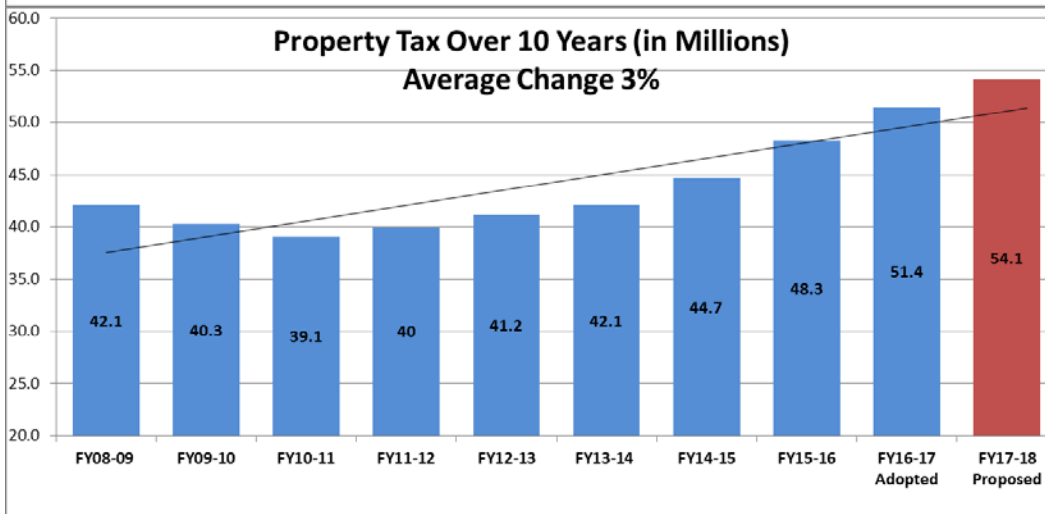
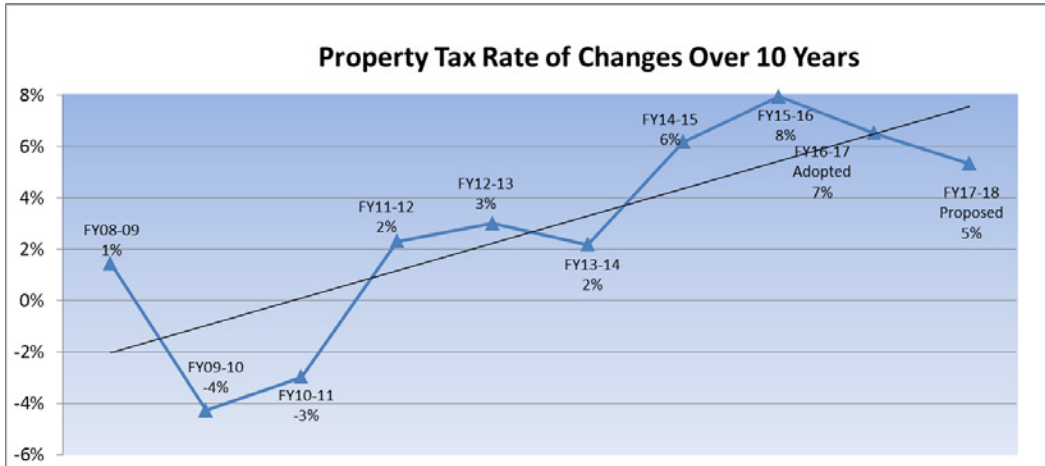
The recommended budget is predicated on continued growth in the local Oxnard economy and the region. Major employers include the United States Naval Base Ventura County, St. John's Hospital, Procter & Gamble, Boskovich Farms, the County of Ventura, the Oxnard School District and the City of Oxnard.

The Channel Islands Harbor and the City's beach location support a strong tourism sector that continues to grow and prosper. Two new hotel developments are in the works which will add to the hospitality industry in Oxnard. In addition, the City Council recently approved a two-year contract to host the Dallas Cowboys Summer Camp.

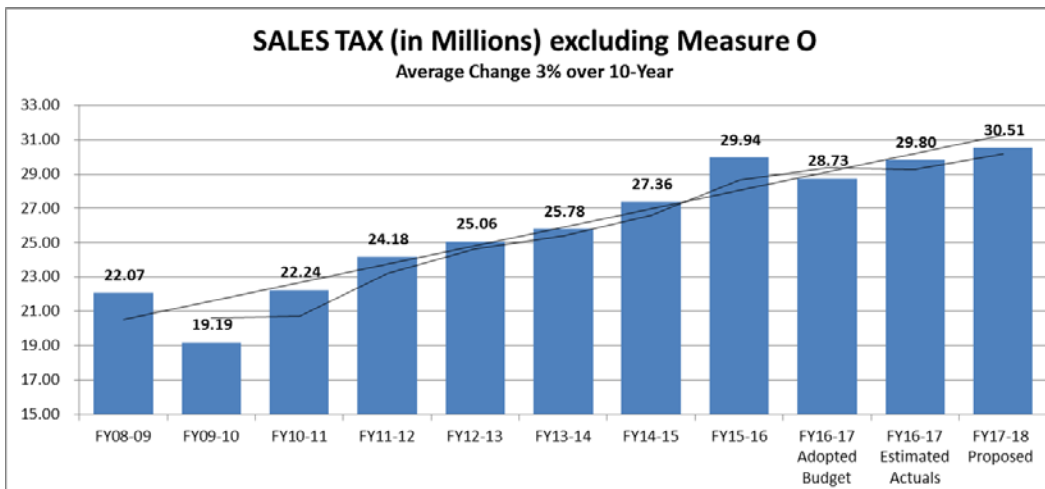
Businesses continue to expand and City residential development is strong. The Collection, a retail and entertainment complex in North Oxnard is now 75% complete and leased. The adjacent Riverpark residential community is also nearing completion. The Village, at the former Wagon Wheel site, is currently under development and will boast 50,000 square feet of new retail space, 1,500 new housing units, and a transit center.

Property taxes are estimated to produce \$51.1M in the current year. In FY17-18, Property taxes are expected to continue to grow by 6.0%, or by an estimated \$54.1M for the General Fund. Historically, over the last ten years, the graph below depicts property tax average growth rate of 3.0%. The Ventura County Assessor projects continued growth in assessed values, due to economic influences. In addition, the City continues to experience large commercial and residential construction projects, which will also add to the assessed valuation.

Budget Message

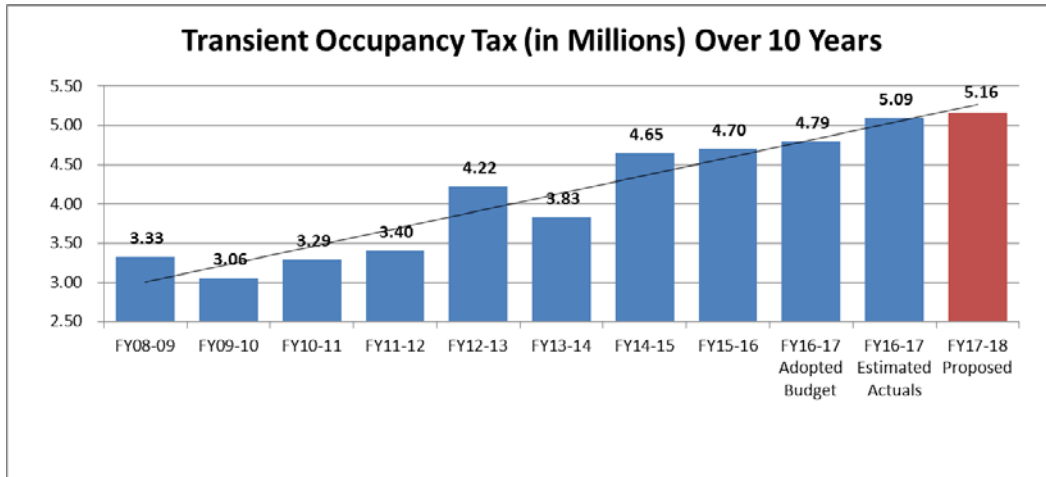


Sales taxes are projected to increase by 6.0% and produce \$30.5M in FY2017-18. This is an increase of approximately \$1.8 million over the prior fiscal year. The table below depicts sales tax over a 10-year period with historical growth averaging 3.0% per year.



Budget Message

Transient occupancy taxes will also grow by an expected 8.0% and produce \$5.2 million as compared to the FY16-17 budget of \$4.8 million. This is an increase of approximately \$400,000.



Interest Earnings, per the Elected City Treasurer, are expected to increase by \$800,000 over prior year. This large increase, with approximately \$400,000 attributable to the General Fund, is due to the active management of the City’s investment portfolio. The City Treasurer has structured his investments in a ‘ladder format’ to reduce interest rate investment risks and better manage cash flow.

GENERAL FUND

General Fund revenues for the new fiscal year are projected to be \$125.0 million. This is an increase of \$2.9 million or 2.0% from the FY16-17 adopted budget of \$122.1 million. The major factors impacting General Fund revenues would be growth in Property Taxes, growth in Sales Taxes and the loss of the Infrastructure Use Fee, approximately \$3.0 million, from the City’s Water, Wastewater and Environmental Resources utilities.

Property Taxes represent the largest revenue source for the General Fund. In FY17-18, property taxes are expected to grow by \$2.8 million. This is a 5.0% increase from the FY16-17 adopted budget of \$51.4 million.

Recommended General Fund appropriations total \$125.2 million for FY17-18 as compared to \$122.3 in the FY16-17 budget. The additional \$2.8 million proposed for the new fiscal year increases General Fund expenditures by 2.0%.

The largest recommended growth in expenditures is for the Public Safety departments. Police department appropriations grow from \$52.5 million to \$54.6 million for a difference of approximately \$2 million, or 4.0%. Fire appropriations increase by \$2.5 million from \$15.9 million to \$18.4 million. This represents an increase of 16.0% from prior year.

Budget Message

The additional fire expenditures are necessary given the need to host a 2017 Fire Academy and provide sufficient funds for mandated citywide station coverage levels.

WATER FUND

Given the City Council's approval of the pass-through rates and the future water rate adjustment scheduled to become effective September 2017, the Water Fund will improve over the next fiscal year. Water revenues are projected to be \$60.3 million in FY17-18 compared to \$52.5M of Adopted Revenue in FY 16-17. This is an increase of \$7.8 million or 15% over FY16-17 Adopted Budget.

Water expenses in the new fiscal year are projected to be \$58.9 million, a decrease of approximately \$1.7million compared to the \$60.5 million of adopted expenditures in FY 16-17. Part of the decrease is attributable to the discontinuation of the Infrastructure Use Fee for Public Safety and city facilities in the amount of \$1.2 million. Services and supplies also were reduced by \$3.2 million, and internal service charges went down by approximately \$816,000.

As a result of the rate adjustments and reduced expenses, the ending fund balance for the Water Fund on June 30, 2018 is estimated at \$16.6 million, an increase of \$1.4 million over prior year.

WASTEWATER FUND

The newly adopted Wastewater rates also strengthen the financial viability of the Wastewater Fund. The new rates allow the City to finance its ongoing daily operations and maintenance, fund needed capital improvements, and meet its outstanding debt obligations and debt covenants.

Given the approved rate for FY17-18, the wastewater fund will have projected revenues of \$63.1 million. This is an increase of \$27.3million from FY16-17. This increase is due primarily to a change in accounting methodology of operating transfers between Wastewater Collection and Treatment funds. Wastewater expenses are recommended at \$62.0 million, an increase of \$27.9 million from FY16-17 adopted budget, which this increase also relates primarily to the new accounting methodology.

On June 30, 2018, the ending fund balance for the wastewater fund is projected to be \$11.1 million, which is an increase of \$1.1 million from prior year.

ENVIRONMENTAL RESOURCES

The Environmental Resources division, is responsible for all of the solid waste hauling within the City. The proposed expense budget for FY2017-18 is approximately \$45.9 million, or \$2.9 million increase over prior year. Revenue for the enterprise fund is budgeted at \$44.3 million, which is a decrease of \$413,000 over prior year. This budgeted decrease is due to the proposed user rate increase not being adopted by Council in FY2015-16.

Budget Message

New user rates will be presented to Council during the FY2017-18 budget period. These rates will be needed to assist in needed repairs and upgrades to the Del Norte Collection Center, as well as the need to replace 32 refuse trucks. These trucks are all closing in on 20 years in age, while the average life expectancy for a truck is approximately 10 years to no more than 15 years. These trucks will be purchased through a lease/purchase agreement, which will allow the enterprise fund to spread the cost over multiple years.

The Environmental Resources division will be converting approximately 27 LBE positions to full-time status, as well as adding an additional 29 entry-level positions to assist in the sorting of the recyclable materials.

OXNARD FINANCING AUTHORITY

City debt payments will continue in the new budget at \$5.1 million for the General Fund, and \$26,632,843 for the enterprise funds. No long-term borrowings are contemplated in the new budget. The need for short-term debt may be necessitated by the requirement to replace aging fleet and stock. In particular, fire apparatus may need to be replaced.

BUDGET ADOPTION SCHEDULE

The schedule to adopt the recommended budget is as follow:

Monday, June 5, 2017: City Council Budget Workshop No. 1, Starting at 5:00 p.m.

Wednesday, June 7, 2017: City Council Budget Workshop No. 2, Starting at 1:00 p.m.

Tuesday, June 13, 2017: Public Hearing On the Proposed FY 2017-18 Budget.

Tuesday, June 20, 2017: City Council Adoption of FY 2017-18 Budget.

Saturday, July 1, 2017: Start of the New Fiscal Year 2017-18.

The City Council budget workshops are scheduled to give the Council and the public an overview of department budgets and to provide information on the accomplishments, goals and specific department contributions to the Council strategic priority areas.

BUDGET WORKSHOP NO. 1 - JUNE 5, 2017:

<u>TIME</u>	<u>TOPIC</u>
5:00 - 5:30 P.M.	WELCOME & BUDGET OVERVIEW
5:30 - 6:15 P.M.	POLICE DEPARTMENT
6:15 - 6:45 P.M.	FIRE DEPARTMENT
6:45 - 7:15 P.M.	DEVELOPMENT SERVICES
7:15 - 7:30 P.M.	CITY ATTORNEY
7:30 - 8:00 P.M.	CULTURAL & COMMUNITY SERVICES
8:00 - 8:45 P.M.	CITY TREASURER/CITY CLERK/CITY MANAGER’S OFFICE
8:45 - 9:15 P.M.	CLOSING COMMENTS

Budget Message

BUDGET WORKSHOP NO. 2 - JUNE 7, 2017:

<u>TIME</u>	<u>TOPIC</u>
1:00 - 1:15 P.M.	INTRODUCTORY REMARKS
1:15 - 1:45 P.M.	HOUSING AUTHORITY
1:45 - 2:00 P.M.	PUBLIC WORKS –NON-UTILITIES
2:00 - 2:30 P.M.	UTILITIES: ENVIRONMENTAL RESOURCES
2:30 - 3:00 P.M.	UTILITIES: WATER
3:00 - 3:30 P.M.	UTILITIES: WASTEWATER
3:30 - 4:00 P.M.	ECONOMIC DEVELOPMENT
4:00 - 4:15 P.M.	INFORMATION TECHNOLOGY
4:15 - 4:30 P.M.	HUMAN RESOURCES
4:30 - 4:45 P.M.	FINANCE
4:45 - 5:15 P.M.	MEASURE “O”
5:15 - 5:30 P.M.	WRAP UP & NEXT STEPS

CLOSING COMMENTS

The current fiscal year, that will end on June 30, 2017, has been a whirlwind of activity. In a short twelve months the City staff has produced two Comprehensive Annual Financial Reports (CAFR), one for FY14-15 and one for FY15-16. The last CAFR, which was completed in February 2017, just three months ago, provided the City with the financial information needed to truly assess its financial condition. It provided audited beginning and ending fund balances that the City staff could trust and use to develop short-term financial goals and strategies to stabilize and build our various operating and capital budgets.

In addition, the audited financial information provided the City Council with the confidence to adopt the much needed water and wastewater rates that were imperative to the financial well-being of the City’s Water and Wastewater Funds.

The recommended budget builds on the financial information provided in the recently completed audits and attempts to limit expenditures while funding Council priorities.

ACKNOWLEDGMENTS

I want to acknowledge the efforts of City staff for their work and dedication over the last twelve months and in particular for the last six months. There has been considerable heavy lifting given the needs of the City. Much of this work was done while facing constant criticism and mistrust from certain elements of the community. It took its toll on certain members of City staff who have moved on, but others simply continued forward tirelessly and undaunted.

The City now has a new Finance Director, a new Assistant Finance Director, a new Human Resources Director, a new Police Chief, a new Fire Chief and two new Assistant City Managers.

Budget Message

They have risen to the challenge in front of them and have worked passionately to help the City of Oxnard be successful.

I especially want to commend the work of the Finance staff. They have produced this budget in record time without skipping a beat from one task to the other. Their efforts are to be duly noted.

FY 2017-18
Proposed Budget

Council's Strategic Priority Areas Summary Charts



Council's Strategic Priority Areas Summary Charts

Fiscal Years 2016-17 and 2017-18

In last year's budget message, I noted that, as a result of the independent audit we had initiated and the issues that audit identified, the City would need to implement reductions of approximately \$12.8 million in its General Fund baseline budget. The City Council and I were committed to a corrective course of action, but also made best efforts to minimize impacts on service level.

As we moved past the budget cycle, and continued with day-to-day activities, it became clear that the City would need to take a hard look at pending projects and "re-prioritize" in order to ensure that City Council's priorities were clear, attainable, and matched the available resources. Clarity regarding Council priorities is especially important when resources are scarce and when difficult choices must be made between competing needs within the community.

With this in mind, City Council and staff held a prioritization workshop on October 29, 2015. At this workshop, the City Council was afforded an opportunity to work together to identify their four strategic priorities for the upcoming two years and the specific goals Council wants to complete. Staff was able to work directly with City Council, and hear their priorities firsthand.

In the months that followed, I initiated four inter-departmental strategy teams. These inter-departmental strategy teams furthered our focus on the elimination of "silos," and encouraged coordination across departments with a focus on service delivery from a citywide perspective.

On April 5, 2016, the Interdepartmental Strategy team leads presented the strategic business plans, with specific goals, objectives, and performance measures for each strategic priority captured from the Council prioritization workshop discussion held in October.

On May 17, the City Council, for the first time, adopted business plans with specific implementation steps that captured the City Council's agreed upon strategic priority focus for the coming two years. The adoption of the business plans was the culmination of months of work. I was, and am still, extremely proud of these inter-departmental teams and grateful to the City Council for assisting staff with a focused work plan that reflects the direction and vision of the Council. Over the next two years, these interdepartmental strategy teams will be tasked with implementing these business plans, as well as, providing Council with periodic updates on the progress.

In addition, these four strategic priority areas were also used to guide the fiscal year 2016/2017 budget process and the Adopted Budget reflects those priorities.

By adopting these business plans in May, City Council gave staff a clear path to follow with the 2016-17 budget. Although these are challenging times, the City is able to look to these business plans for guidance. In preparing the budget, certain augmentations were made with the goal of implementing each of Council's strategic priorities, including:

Quality of Life

The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard.

Several key Quality of Life initiatives are addressed by recommended augmentations for funding, including several Measure "O" funded items. As stated in the attached business plan summary, the first goal in the Quality of Life priority area is to "improve community safety and quality of life through a combination of prevention, intervention and suppression efforts that address crime and underlying issues." To address this goal, staff recommended additional police officers, public safety vehicles, and police body cameras. One objective that Council set was to investigate long-term sustainability of public

safety options. To address this, I am recommending funding to address the feasibility of an Oxnard animal shelter, and also an Oxnard Fire Academy. Finally, Council stated that the development of a Rental Inspection Program was a high priority item. Staff has been working on the development of a program since these Strategic Priorities were adopted. Although the program should ideally be self-funding, staff recommended one-time funding for a Code Compliance Inspector to launch this program.

The second goal for the Quality of Life Strategy focuses on addressing homelessness through a multi-tiered strategy. To begin implementing this goal, the Housing Department recommended a Homeless Assistance Program coordinator to work with local and regional entities to find solutions to homelessness. Staff also recommended the addition of two Police Officer positions; first, a homeless liaison officer position to better coordinate efforts to address the growing homeless population in Downtown and other areas of the City, and second, a Crisis Intervention Officer to work with the Homeless Liaison Officer and others to address mental health issues.

Finally, the third goal of the Quality of Life Strategy is to “strengthen neighborhood development, and connect City, community and culture.” Many of the objectives related to this goal are focused on neighborhood coordination and communication, and staff have been able to start addressing these through low- or no-cost options (i.e. utilizing social media, empowering Citizen Advisory Groups and Neighborhood programs). However, one key item I am recommending for the Police Department is the addition of a Neighborhood Policing Program Supervisor. This position will focus on empowering neighborhoods and the various neighborhood organizations.

Organizational Effectiveness

The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. I am recommending augmentations that focus re-building the City’s foundation.

The first goal in the Organizational Effectiveness priority area is to build a healthy and accountable corporate foundation. The major objective under this goal is the continued implementation of the 128 Organizational Assessment recommendations. The Organizational Assessment identified many weaknesses in the City’s “foundation,” namely in the areas of Finance, Information Technology, and Human Resources. The City has maintained a commitment to addressing these recommendations. To continue the “re-build” of the City’s Human Resources department, I am recommending the addition of two positions: one focused on citywide organizational development, and the other focused on administration of the City’s Leave Program. These additions will be offset by a reduction in subject matter expert costs, while helping to strengthen our foundation.

We also aim to strengthen the City’s Finance Department. Like Human Resources, Finance has been operating without a department head for extended periods of time, and losing key members of the team at critical times. To remedy this, I am recommending the addition of a Financial Analyst, a Purchasing Officer, a Payroll Coordinator, and an Assistant CFO. Each of these positions will address major finance issues called out in the Organizational Assessment. I’m also recommending a budget for temporary help during critical periods of the year, such as during budget preparation or when finalizing an audit.

I’m also focused on the third part of the City’s foundation, the Information Technology Department. I am recommending the addition of key support positions, including Computer Network Engineers and a manager for the City’s Communication and Security Systems. These positions will enable Information Technology to provide daily support to the City’s staff, while also focusing on long-term projects, and implementing the City’s IT Master Plan, a critical component of the Organizational Assessment. The additions to the Finance and Information Technology Departments will also be critical to addressing the second goal in the Organizational Effectiveness area, which is to increase transparency with Council, community, and staff related to the City’s budget and financial management processes.

I’m also recommending more administrative support for the City Manager’s Office, in the form of

two administrative assistants, and a re-classification of a current administrative assistant who has been providing analyst support over the last year. These additions, along with the Finance, Information Technology and Human Resources additions, will help the City continue to address the Organizational Assessment recommendations, and also help with day-to-day operations and major projects.

The final goal for Organizational Effectiveness is to create a culture of learning and talent development that will lead to a quality workforce that meets the needs of our community. To do this, I am recommending increases to training and professional development for various departments, including the City Attorney's Office, City Clerk's Office, Cultural and Community Services, Finance, and Human Resources (in addition to the aforementioned Organizational Development position in HR). I'm also recommending funding for Employee Appreciation, and for the City's Health and Wellness Fair.

Economic Development

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

There are several key initiatives outlined in the Economic Development strategy that are recommended for funding in the amount of \$153,900. You'll notice that this priority area did not receive as much funding from the General Fund or Measure "O" as the other categories; however this is partially due to the \$6.1 million Successor Agency payment, which will fund several key Economic Development projects. However, I am recommending an increase to pay for bank charges so that the City can roll-out autopay service. This addresses a complaint we have received from residents and business owners, and should make it easier to do business with the City. It also addresses Council's Economic Development strategy by helping to enhance business development and retention throughout the City. I am also recommending funding for subject matter experts for plan checking services. This will expedite plan check review periods, addressing business development and retention, and also helping to implement a "one-stop shop" effort at the City's Service Center, by streamlining our internal process. Finally, I am recommending funding for regional economic development efforts. This will help to address the goals of creating vibrant and economically sustainable industries throughout the City, and also help to revitalize the downtown area and pursue economic development opportunities, both in Oxnard, and regionally.

Infrastructure and Natural Resources

The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. There are several key initiatives outlined in the Infrastructure strategy that are recommended for funding.

The first and third goal of the Infrastructure and Natural Resources Priority Area focus on funding and implementing Public Works Master Plans. The additions I have recommended look to target several items from these Master Plans, including funding for parks improvements and facilities maintenance. These additions also address the second goal in this area, focusing on managing the City's assets properly. Through the last recession facility maintenance was deferred to help balance the City's budget, but I believe it is necessary to begin investing in the City's assets again. The City also looks to address Council's fifth goal focused on conserving and managing our natural resources and coastal assets. I am recommending funding for subject matter experts to assist with the SOAR project, Ormond Beach project and power plant issues, as well as providing funding for sand moving at our beaches.

In conclusion, I would like to point out the importance of these plans, as staff was able to use these City Council Strategic Priority goals and objectives as a roadmap when looking at funding. This will ensure that we are following through on Council's vision for the City, in a way we have not been able to do in the past. I invite you to read through the business plan summaries that follow to get a preview of the projects we will be working on over the next two years.

QUALITY OF LIFE STRATEGY

Purpose: To build relationships and create opportunities within the community for safe and vibrant neighborhoods which will showcase the promising future of Oxnard.



City Council Strategic Priorities 2016-2018

GOAL 1

Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

OBJECTIVES

- Create a renewed focus on police/community relations with underserved communities and youth population.
- Explore alternatives for youth through recreation programs and intervention services.
- Highlight our continued efforts to address Domestic Violence.
- Examine options for long term sustainability of our public safety services to ensure an efficient public safety service delivery model.
- Develop a rental inspection program.

PERFORMANCE MEASURES

- Increase the city's social media followers by 10% each year.
- Increase the number of youth referred to employment through youth services by 5% each year.

GOAL 2

Address homelessness through the development and implementation of a multi-tiered strategy.

OBJECTIVES

- Identify the City's homelessness mission and create a 5-year plan to address homelessness.

PERFORMANCE MEASURES

- Creation and implementation of 10-year plan to address homelessness by 6/30/2017.

GOAL 3

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

OBJECTIVES

- Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.
- Empower and connect our Inter-Neighborhood Council Organizations (INCOs), Community Advisory Groups (CAGs) and Neighborhood Watch Program.
- Improve our methods of communicating with residents, businesses, and neighborhoods (e.g. leverage social media and tools like Nextdoor).
- Discuss CAG goals at respective meetings and develop an action plan for annual implementation.
- Create a pilot revitalization project for Southwinds Neighborhood.
- Develop a co-sponsorship policy with criteria that would enable the City to encourage local community events.

PERFORMANCE MEASURES

- City will activate 2 new Neighborhoods annually.
- City will increase the number of community event collaborations by 5% each year.

ORGANIZATIONAL EFFECTIVENESS STRATEGY

Purpose: To strengthen and stabilize the organizational foundation in the areas of Finance, Information Technology, and Human Resources, and improve workforce quality while increasing transparency to the public.



City Council Strategic Priorities 2016-2018

GOAL 1

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

OBJECTIVES

- Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015, and provide periodic reports to Council on the status of the implementation plans.
- Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and Council policy is adhered to.
- Develop written procedures to address Internal Control recommendations from Auditor.
- Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.

PERFORMANCE MEASURES

- Address 40% of all organizational assessment recommendations by end of Fiscal Year 2016-17.
- Complete 90% of Priority 1A assessment recommendations.

GOAL 2

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

OBJECTIVES

- Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.
- Prepare Quarterly Budget Updates and have month-end financial reports available via City's Website.
- Create a standardized template to present financial and other data to the general public.

PERFORMANCE MEASURES

- Report assessment progress to Council during all 4 quarters of Fiscal Year 2016-17.
- Complete at least 2 of the performance audits in Fiscal Year 2016-17 (PACC, Golf Course, City Corps, Worker's Compl).

GOAL 3

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

OBJECTIVES

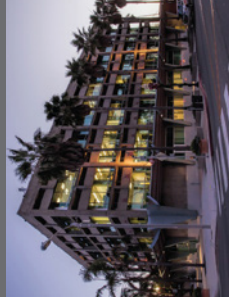
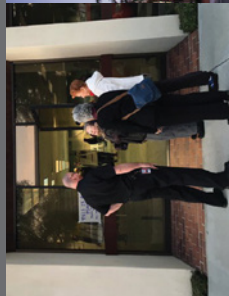
- Develop a training program that focuses on strengthening the effectiveness of supervisory/ management staff by establishing a common understanding of basic HR, IT, and fiscal policies and procedures.
- Develop a talent development initiative that engages, trains, transforms, and works collaboratively with mid-managers to change the organizational culture into one that focuses on a high performing organization.
- Develop an employee recognition program that recognizes talent developers, high performers, and employees that exhibit the values of the organization.
- Establish a Leadership Development Team (LDT) with the purpose of identifying and growing internal leaders to fill future vacancies & attract talent into the organization.

PERFORMANCE MEASURES

- Hold 2 employee recognition events in Fiscal Year 2016-17.
- Provide upgraded employee orientation training to 100% of new hires during Fiscal Year 2016-17.
- Written internal control procedures are being followed at least 75% of the time.

ECONOMIC DEVELOPMENT STRATEGY

Purpose: To develop and enhance Oxnard's business climate, promote the City's fiscal health, and support economic growth in a manner consistent with the City's unique character.

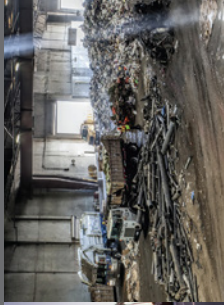
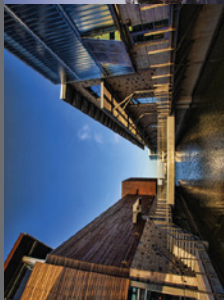
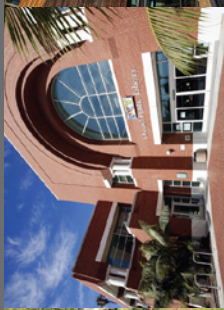


City Council Strategic Priorities 2016-2018

<p>GOAL 1 Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.</p>	<p>OBJECTIVES</p> <p>a. Focus available resources on a comprehensive effort to promote economic activity in Oxnard, including a marketing program that communicates the City's available resources and assets.</p>	<p>PERFORMANCE MEASURES</p> <ol style="list-style-type: none"> 1. Increase in annual number of new businesses opened in Oxnard by 5%.
<p>GOAL 2 Enhance business development throughout the City.</p>	<p>OBJECTIVES</p> <p>a. Develop a strong citywide economy which attracts investment, increases the tax base, creates employment opportunities, and generates public revenue.</p> <p>b. Improve relationships and communication between the City and the business community.</p> <p>c. Capitalize on historic, cultural and natural resources.</p> <p>d. Public safety will collaborate with the business community to promote an environment that supports economic development.</p>	<p>PERFORMANCE MEASURES</p> <ol style="list-style-type: none"> 1. 10% Improvement in the building permit turnaround time.
<p>GOAL 3 Enhance business retention and attraction.</p>	<p>OBJECTIVES</p> <p>a. Implement an economic development plan for attracting and retaining business.</p>	<p>PERFORMANCE MEASURES</p> <ol style="list-style-type: none"> 1. 5% improvement in City's annual retention rate.
<p>GOAL 4 Implement a "one stop shop" effort at the City's Service Center.</p>	<p>OBJECTIVES</p> <p>a. Streamline internal process to ensure government efficiencies.</p>	<p>PERFORMANCE MEASURES</p> <ol style="list-style-type: none"> 1. Turnaround time for 1st plan checks is less than 4 weeks 90% of time. 2. Turnaround time for discretionary permits is less than 6 months 90% of the time. 3. Customer satisfaction surveys with approval ratings over 85%.
<p>GOAL 5 Revitalize Oxnard's downtown and pursue economic development opportunities.</p>	<p>OBJECTIVES</p> <p>a. Develop a vision and plan (with timelines) for downtown revitalization to create a vibrant center for our community, emphasizing cultural arts, diversity, and historic assets.</p>	<p>PERFORMANCE MEASURES</p> <ol style="list-style-type: none"> 1. 5% increase in number of visitors/tourists to Oxnard for the next two years.

INFRASTRUCTURE AND NATURAL RESOURCES STRATEGY

Purpose: To establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding.



City Council Strategic Priorities 2016-2018

GOAL 1

Ensure Master Plans for all City infrastructure are current, synchronized and consistent with the General Plan.

OBJECTIVES

- a. Complete the Public Works Integrated Master Plan.
- b. Develop master plans for other City facilities and vehicles.

PERFORMANCE MEASURES

1. Ensure integrated master plan is at least 70% implemented.

GOAL 2

Develop an asset management program that includes fleet, facilities, parks, streets, alleys, water, wastewater and stormwater.

OBJECTIVES

- a. Develop a City-wide asset management program.
- b. Develop an asset management funding plan.
- c. Sell unneeded City assets.

PERFORMANCE MEASURES

1. Reduce maintenance backlog by 20% annually.

GOAL 3

Ensure funding is adequate to meet the goals of the master plans.

OBJECTIVES

- a. Maximize funding sources.
- b. Set rates and fees to fully recover cost.

PERFORMANCE MEASURES

1. Increase number of grants applied for by 10%.

GOAL 4

Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

OBJECTIVES

- a. Implement CIP plans.
- b. Catch up on deferred maintenance for City facilities.

PERFORMANCE MEASURES

1. Complete 20% of CIP projects.

GOAL 5

Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.

OBJECTIVES

- a. Develop and implement a sustainability program.
- b. Protect ocean and waterways.

PERFORMANCE MEASURES

1. Ensure coastal plan is at least 25% implemented.

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Proposed Budget

Summary Information



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Summary Information

Community Profile

HISTORY

The City of Oxnard is located on the “Gold Coast” of sunny California, approximately halfway between Los Angeles and Santa Barbara, and is known as the gateway to the Channel Islands. Named for the Oxnard brothers who began an agricultural community in 1903 by opening a sugar beet factory, today Oxnard is a thriving center of commerce, tourism and industry in Ventura County. Oxnard is the largest city in Ventura County with its population of over 200,000 residents. Oxnard services the needs of its culturally diverse population.

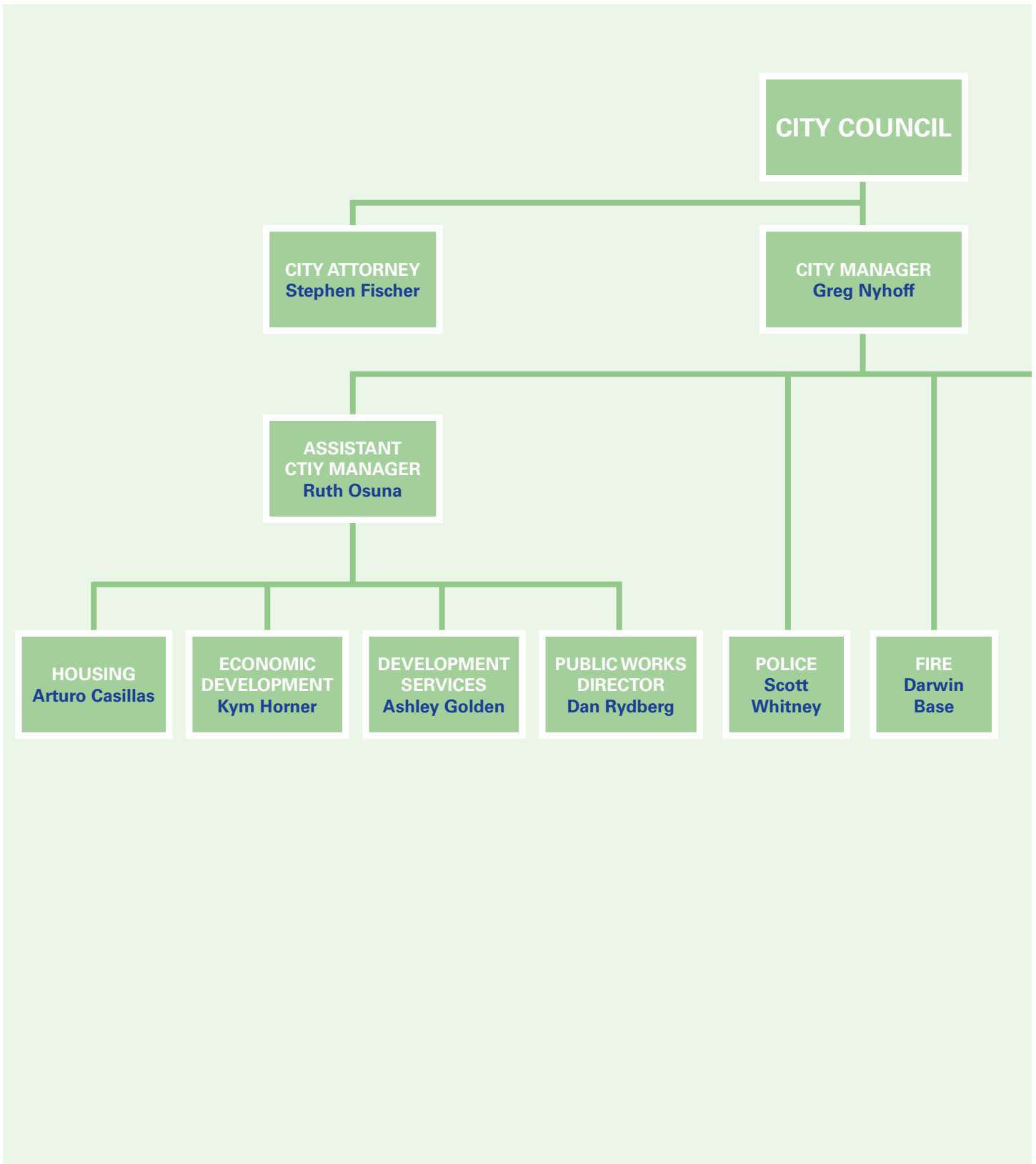
In the fall of 2012, The Collection of RiverPark, a high-end office and retail shopping center with a state-of-the-art multiplex cinema, opened in the northern end of the City. While the City maintains steady growth with new development, it also promotes the preservation and economic health of its historic downtown, including the unique Henry T. Oxnard Historic District, with beautifully preserved turn of the century homes. The long-awaited completion of the Oxnard Boulevard and Rice Avenue interchanges at Highway 101 and Santa Clara River Bridge provides easier access to the City from all points. The City also operates more than 50 park facilities for its residents, as well as special purpose facilities such as River Ridge Golf Course. Oxnard’s leadership has adopted a plan with vision and conviction for an exciting future to further enhance business development and the quality of life.

Oxnard is the only full-service city in Ventura County. Incorporated as a general law city in 1903, Oxnard operates under the council-manager form of government. The City consists of an elected Mayor holding a two-year term and four councilmembers elected at large for four-year overlapping terms. The City’s other elected officials are the City Clerk and the City Treasurer. The City Council acts as the Community Development Commission’s Successor Agency and, supplemented by two tenant commissioners, as the Housing Authority. The City Council is advised by several citizen commissions and committees.

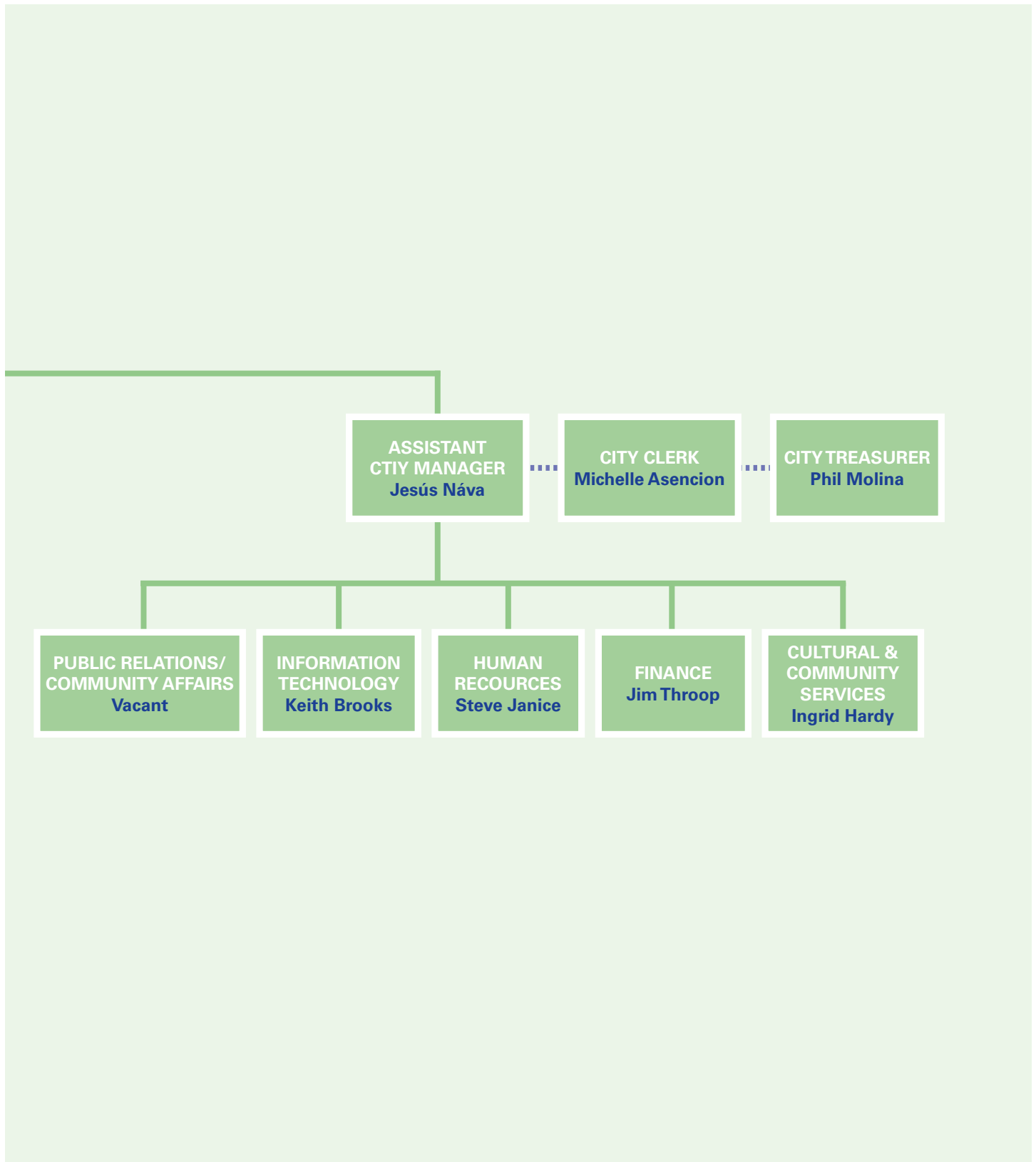
The City Council appoints the City Manager and City Attorney. The City Manager is responsible for assisting the City Council in its policy-making role, providing information and advice, implementing policy and managing approved services.

Oxnard developed a 2030 General Plan that strikes a unique balance between the beauty of its agricultural heritage while continuing to accommodate dynamic changes. The population has grown significantly in the last fifty years, providing many challenges to local government and residents. Oxnard continually offers many opportunities for its enterprising and forward-thinking business community, while maintaining a family-friendly environment, as evidenced by the new parks that have opened throughout the City. As Oxnard evolves, the City will continue to strive to maintain a balance between its residents’ needs and being a “business friendly” community.

City of Oxnard Citywide Organizational Chart



City of Oxnard Citywide Organizational Chart



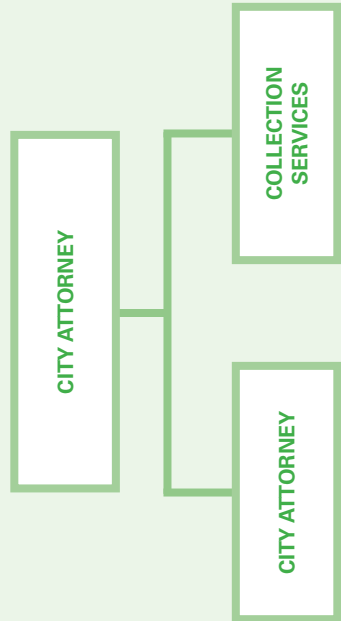
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FY 2017-18
Proposed Budget

City Attorney's Office



City Attorney's Office



City Attorney's Office

Mission:

The City Attorney's Office provides excellent and ethical legal advice to the City Council, City boards, commissions, committees, task forces and City staff in general municipal, public liability and workers' compensation claims and litigation, and administrative matters. The City Attorney's Office also zealously represents the City regarding all litigation, arbitrations, negotiations and meetings. We do this by including all stakeholders in strategy development and resolution of each matter.

Programs:

Administration (General Legal Services) represents and advises the City Council and all of the City's boards, commissions, officers, and employees regarding all legal actions or proceedings in which the City is a part. The Office of the City Attorney serves as general counsel to the Oxnard Community Development Successor Agency and the Housing Authority of the City of Oxnard. The Office of the City Attorney provides general legal services including, but not limited to, coordinating litigation and other proceedings for the City; coordinating with insurance carriers, claims administrators and special counsel on claims, litigation, mediation, arbitration, and pre-suit matters; and comprehensively and efficiently

reviewing and drafting contracts, ordinances, resolutions, policies and procedures to promote transparency and understanding of City government. The Office of the City Attorney also provides legal advice and support regarding revenue generating programs, day-to-day operations and application of federal, state and City legislative enactments such as the United States Code, the California Codes, the Oxnard City Code, the Coastal Land Use Plan, and the 2030 General Plan.

Debt Collection reviews and pursues available collection options with available resources for outstanding judgments secured over the past 15 years.

Accomplishments – FY 2016-17:

- Recruited and hired qualified candidates for three budgeted vacant attorney positions.
- Completed ordinances and ballot language for two SOAR measures and Measure M included on the November 2016 general election ballot and advised the City Clerk of election matters.
- Completed continuing education requirements in local government law courses and paralegal studies.
- Integrated legal review and advice into all stages of planning and development process.
- Assisted the designated staff liaisons for Citizen Advisory Groups with same day development of agendas 80% of the time.
- Worked within the proposed budget and encouraged fiscal responsibility, including cost effective use of special counsel for litigation and special projects.
- Evaluated Public Works bid process and implemented new procedures and bid documents.
- Met with City Manager's Office and department directors to coordinate an assessment of City policies in order to continue to improve the legal processes of the City in areas such as contracts, procurement and permitting.
- Assisted in the processing of subpoenas served on the City.
- Assisted the City Clerk's Office in responding to public records requests, some involving significant records review or complex privacy issues.

- Coordinated with Police records custodian opposing Pitchess motions in court.
- Renewed abstracts of judgment for the Debt Collection Program.
- Prepared development improvement agreements and reviewed forms of security.
- Reviewed agreements/amendments from all City departments.
- Reviewed all resolutions/ordinances for consideration by City Council.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas; specifically:

Quality of Life

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

- 1.e. Develop a rental inspection program.
 - 1.e.1. – Assist in review of program.

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

- 3.b. Empower and connect our Inter-Neighborhood Council Organizations (INCO), Community Advisory Groups (CAGs) and Neighborhood Watch Program.
 - 3.b.1. – Revised INCO Bylaws.
- 3.c. Improve our methods of communicating with residents, businesses and neighborhoods.
 - 3.c.1. – Advise on social media issues.
 - 3.c.2. – Review all press releases.

Organizational Effectiveness

Goal 1 - Help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization.

- 1.b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law, and that Council policy is adhered to.
 - 1.b.1. – Advised on procurement process for Internal Auditor.
- 1.d. Ensure adequate systems are established, reviewed, and updated within the Human Resources Department related to personnel policies and procedures, employee compensation, benefits, recruitments, testing and other human resources related systems.
 - 1.d.1. – Reviewed revisions to personnel policies and procedures and updates to other human resources related systems policies.

Infrastructure and Natural Resources

Goal 2 - Ensuring funding meets the goals of the Master Plan.

- 2.b. Set rates and fees to fully recover cost.
 - 2.b.1. Worked with staff on rate setting process and the review of fees.

Goal 4 - Ensuring orderly development and long-range conservation and management of the City's natural resources and coastal assets.

- 4.b. Protect ocean and waterways.
 - 4.b.1. – Manage City's legal efforts in administrative proceedings regarding Puente Power Project.

Core Functions:

Function 1 – To develop and retain quality staff.

Successful completion of continuing education in local government law courses and paralegal studies by attorneys and paralegals by receiving certificates of completion.

Evaluate employee performance annually and conduct follow-up development conversations to recognize documented successes.

Function 2 – To ensure the City is in compliance with laws and uses legally acceptable means to accomplish the City's overall goals, policies and objectives.

Review and ensure timely legal approval of agendas for meetings of the City's Brown Act legislative bodies.

Function 3 – To enhance support to client departments.

Assist the Code Compliance Unit in the prosecution of City Code violations by giving advice and representing the City at appeal hearings and responding within five days to requests for inspection warrants and abatement warrants.

Ensure timely representation of Police Department in response to discovery motions (Pitchess) for Police personnel files and ensure compliance with Evidence and Penal Code provisions.

File unlawful detainer actions and provide representation as authorized by the Housing Authority within seven days.

Provide Brown Act and ethics training according to statutory requirements for staff, City officers, and City Council, especially as required by AB 1234.

Function 4 – To increase efficiency.

Conduct periodic training sessions to keep City staff informed about changing laws and obligations related to the performance of their duties.

Enhance clear and concise communication of litigation matters, costs and resolution options to City Council by providing periodic reports.

Function 5 – To continue to review and pursue available collection options with available resources for outstanding judgments secured over the past 15 years.

Utilize cost effective available resources for recovery of outstanding judgments owed to the City by running current credit reports that provide

Quantitative and Qualitative Performance Measures:

	FY2015-2016	FY2016-2017 Goal	FY2016-2017 Projected	FY2017-2018 Goal
Increase in number of continuing education in local government law courses and paralegal studies by attorneys and paralegals.	18 training/continuing education events	30	60 training/continuing education events	70 training/continuing education events
Provide practical and efficient legal advice and support to City Council and City staff through competent drafting of ordinances, resolutions, contracts, policies and procedures.	617 Agreements/ Amendments	600	500 Agreements/ Amendments	600 Agreements/ Amendments
	141 Resolutions/ Ordinances	100	70 Resolutions/ Ordinances	75 Resolutions/ Ordinances
Respond to request to review Public Records Act responses within 1 day.	80%	80%	80%	80%
Prepare Development Improvement Agreements and review security requirements.	18	20	24	25
Provide satisfactory and cost-efficient resolution of claims, litigation matters and pre-suit conflicts.	183 Claims	200	200 Claims	200 Claims
	33 Public Liability Cases	20	14 Public Liability Litigation Cases	20 Public Liability Litigation Cases
	6 Municipal/ Administrative Litigation	3	2 Municipal/ Administrative Litigation	5 Municipal/ Administrative Litigation
Increase recovery efforts for money owed to the City through renewing Abstracts of Judgment.	176	180	181	163

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CITY ATTORNEY				
Assistant City Attorney	3.00	3.00	3.00	3.00
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney I/II	1.00	1.00	1.00	1.00
Law Office Manager	1.00	1.00	1.00	1.00
Total FTE	6.00	6.00	6.00	6.00
COLLECTION				
Paralegal (C)	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00
CITY ATTORNEY TOTAL	7.00	7.00	7.00	7.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY ATTORNEY				
1501-CITY ATTORNEY	1,504,952	1,760,180	1,770,180	1,685,328
1503-CITY ATTORNEY	42,872	42,872	42,872	42,872
1504-COLLECTION SERVICES	22,011	18,010	18,010	20,500
CITY ATTORNEY Total	1,569,835	1,821,062	1,831,062	1,748,700
101-GENERAL FUND Total	1,569,835	1,821,062	1,831,062	1,748,700

EXPENDITURES BY TYPE BY FUND

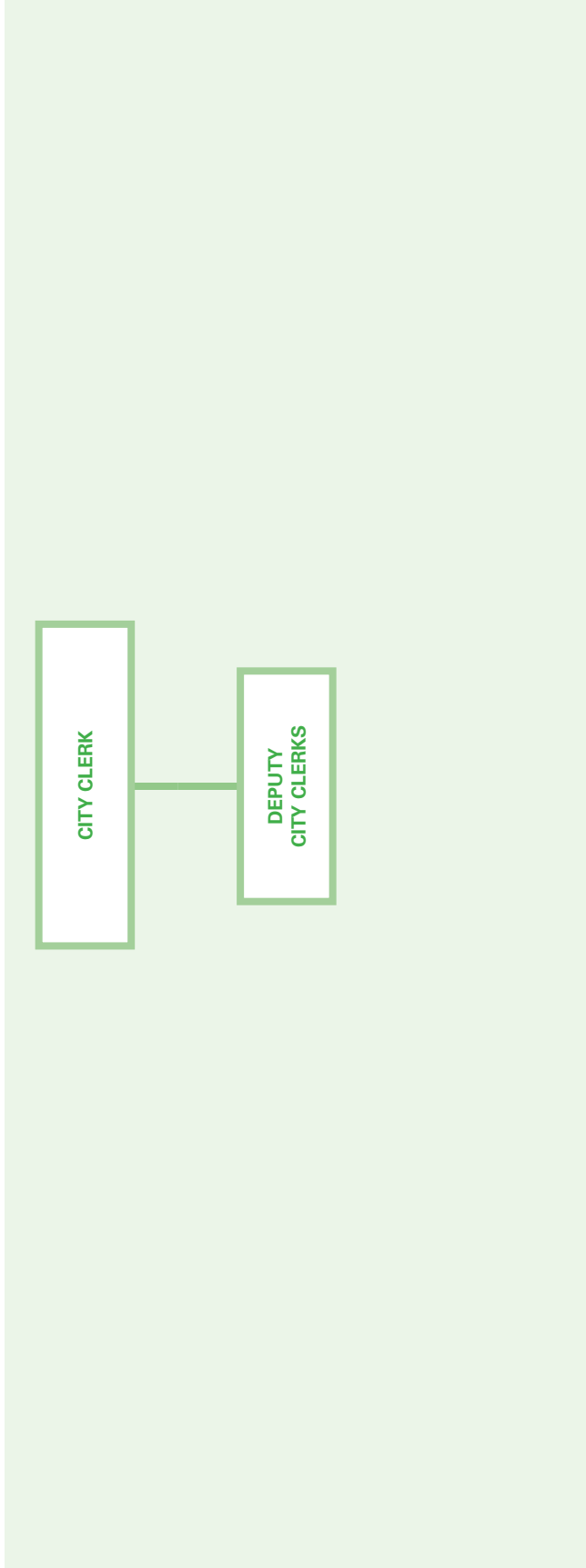
	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY ATTORNEY				
1-PERSONNEL	895,247	1,169,980	1,169,980	1,098,630
2-OTHER O&M EXPENSE	674,588	651,082	661,082	650,070
CITY ATTORNEY Total	1,569,835	1,821,062	1,831,062	1,748,700
101-GENERAL FUND Total	1,569,835	1,821,062	1,831,062	1,748,700

FY 2017-18
Proposed Budget

City Clerk's Office



City Clerk's Office



City Clerk's Office

Mission:

The Mission of the City Clerk's Office is to promote public trust in Oxnard government by facilitating the City's legislative processes, providing accurate recordkeeping/archiving and producing public records in a timely manner, ensuring mandatory filings are completed, conducting and promoting fair and impartial biennial elections, and promoting citizen participation.

Programs:

- Administrative
- Records Management, PRA Requests
- Agent for Service of Process (claims, subpoenas)
- Elections Official
- FPPC Filing Officer
- Citizen Advisory Group Coordinator City Council Minutes

Accomplishments – FY 2016-17:

- Coordinated agenda workflow program (Accela) with City Manager's Office and Information Technology Department, including learning software and assisting City staff.
- Coordinated responses of 254 public records requests.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas, specifically:

Organizational Effectiveness

Goal 1 - Help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology, and Human Resources.

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

Quality of Life

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

- 3.c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).
- 3.d. Discuss CAG goals at respective CAG meetings and develop an action plan for annual implementation.

Core Functions:

Function 1 – Legislative Processes

The City Clerk’s Office coordinates the timely preparation and posting City Council (and related bodies’) agendas and minutes and attends all City Council meetings to accurately recording the legislative proceedings. Following each meeting, adopted/approved resolutions, ordinances, contracts and other documents are properly processed, filed, and indexed, thereby maintaining the City’s legislative history and archives. The City of Oxnard Municipal Code is maintained and updated following adoption of any codified Ordinance. The City Clerk’s Office attests signatures, certifies documents, and holds responsibility for the corporate seal of the City.

Function 2 - Records/Public Records Requests

The City Clerk serves as the Custodian of Records for the City, administers the City’s contract and records management programs and records retention/destruction schedule. The City Clerk’s Office receives and processes public records requests, tort claims, subpoenas and summons. The office serves as the hub for the Public Records Request process – receiving requests from the public, working with Departments to locate records, reviewing records with City Attorney’s Office as needed, and responding/providing records to the requester in a timely manner.

Function 3 - Filings

The City Clerk’s Office serves as the Filing Officer for the collection and processing of Campaign Disclosure Statements, Statements of Economic Interest and other mandatory filings of the Political Reform Act/Fair Political Practices Commission.

Function 4 - Elections

The City Clerk serves as the Elections Official for the City’s municipal elections, in conjunction with the County of Ventura Elections Division, and special elections when necessary, including Prop. 218 elections.

Function 5 – Citizen Appointments

The City Clerk’s office works with the Mayor and Department staff liaisons to coordinate the Mayor’s biennial appointments to the Citizen Advisory Groups (“CAGs”) and fill vacancies as they occur during the regular term. The City Clerk also helps fill vacancies on special committees, such as the Utility Ratepayers Advisory Panel. The Oxnard Local Appointments Listing is updated and posted annually, pursuant to the Maddy Act.

Quantitative and Qualitative Performance Measures:

	FY2015-2016	FY2016-2017 Goal	FY2016-2017 Projected	FY2017-2018 Goal
Increase Number of voters (5%)	35,356 *	37,122		
Increase Number of knowledgeable Accela users	5	15	1.95%	<2.0%
Percent of PRA requests fulfilled by the Clerk’s office within 10 days of request.	--	--	66%	75%
Percent of Agendas posted online by 5:00 p.m. Thursdays prior to Tuesday City Council meetings (approx. 120 hours notice).	--	--	60%	75%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CITY CLERK				
Administrative Assistant	1.00	-	-	-
Assistant City Clerk	-	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Office Assistant I/II	1.00	1.00	1.00	1.00
Total FTE	3.00	3.00	3.00	3.00

CITY CLERK TOTAL	3.00	3.00	3.00	3.00
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EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY CLERK				
1301-CITY CLERK	371,157	459,013	459,013	343,848
1302-CITY CLERK	41,579	198,352	198,352	190,019
CITY CLERK Total	412,736	657,365	657,365	533,867

101-GENERAL FUND Total	412,736	657,365	657,365	533,867
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EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY CLERK				
1-PERSONNEL	346,858	444,834	444,834	326,707
2-OTHER O&M EXPENSE	65,878	212,531	212,531	207,160
CITY CLERK Total	412,736	657,365	657,365	533,867

101-GENERAL FUND Total	412,736	657,365	657,365	533,867
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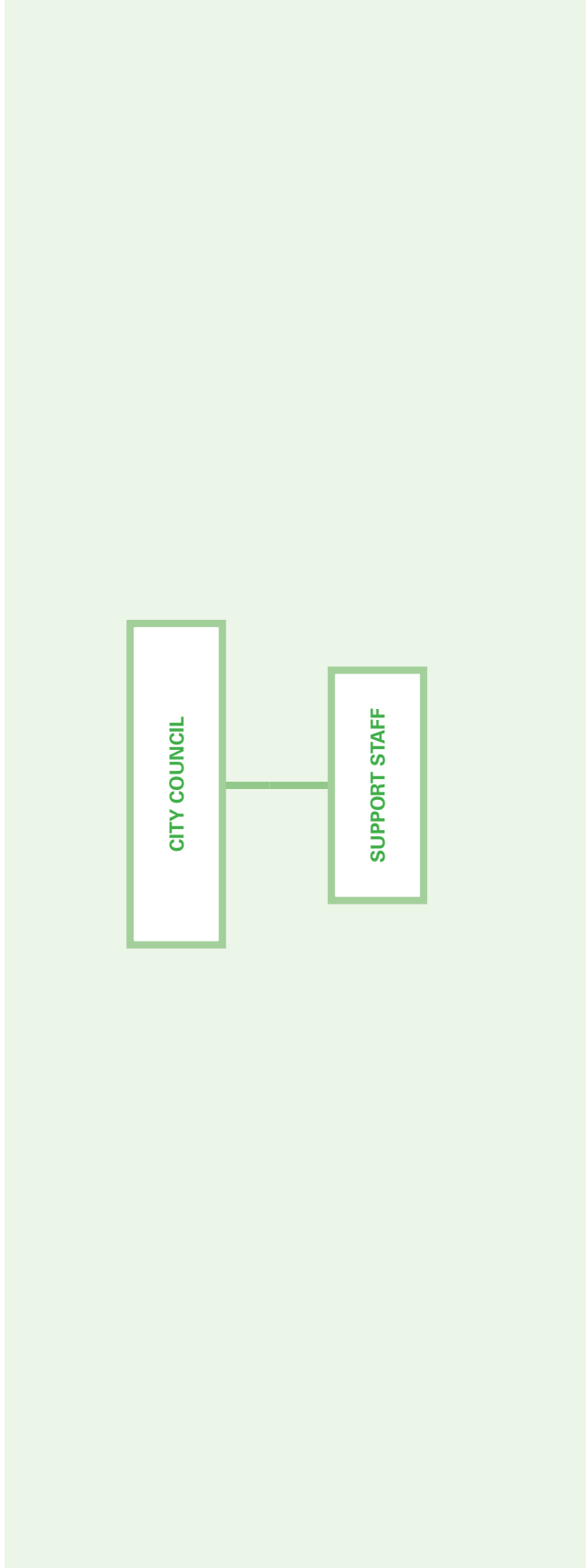
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FY 2017-18
Proposed Budget

City Council



City Council



City Council

Mission:

The City Council governs the City in a manner that promotes a sound financial base, and responds to the current and future needs and concerns of City residents and businesses.

Programs:

The **City Council** enacts City ordinances, establishes policy for administrative staff, and approves and oversees the budget of the City. Serves as the board of the City of Oxnard Financing Authority (COFA), the City's Community Development Commission Successor Agency, and supplemented by two Tenant Commissioners, serves as the City's Housing Authority. Appoints the City Manager and City Attorney.

Accomplishments – FY 2015-2016:

- Adopted the FY 2016-2017 and 2017-2018 City Council Strategic Priorities and accompanying business plans.
- Approved a balanced FY 2016-2017 budget.
- Worked with Citizen Advisory Groups (CAG) and Inter-Neighborhood Communication Organization (INCO) to increase communication and information coming to the City Council.
- Completed the Wastewater User Rate update, which will place the utility back on a stable financial path.
-
- Made many important public policy decisions.

Goals & Objectives – FY 2016-2017:

On October 29, 2015, the City Council held a priority setting workshop. The City Council established four strategic priority areas, and goals and objectives for each of those areas. After further refining the priorities from this workshop with the City's interdepartmental strategic priority teams, the City Council adopted the strategic priority business plans for FY 2016-2017 at the May 17, 2016 City Council meeting. These strategic priority business plans set the goals and objectives for the City for the next two years. For more information, please see the strategic priority business plans and summary pages included with the budget message. The goals for each area include:

Priority Area 1: Quality of Life

- Goal 1 – Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.
- Goal 2 – Address homelessness through the development and implementation of a multi-tiered strategy.
- Goal 3 – Strengthen neighborhood development, and connect City, community and culture.

Priority Area 2: Organizational Effectiveness

- Goal 1 – To help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization, which include Finance, Information Technology and Human Resources.
- Goal 2 – Increase transparency with Council, community and staff related to the City’s budget and financial management processes.
- Goal 3 – Focus on creating a culture of learning and talent development that will lead to a quality workforce which meets the needs of our community.

Priority Area 3: Economic Development

- Goal 1 – Create vibrant and economically sustainable commercial, industrial and retail industries throughout the City.
- Goal 2 – Enhance business development.
- Goal 3 – Enhance business retention and attraction.
- Goal 4 – Implement a “one-stop shop” effort at the City’s Service Center.
- Goal 5 – Revitalize Oxnard’s downtown and pursue economic development opportunities.

Priority Area 4: Infrastructure and Natural Resources

- Goal 1 – Ensure that Master plans for all City infrastructures are current, synchronized and consistent with the General Plan.
- Goal 2 – Develop an asset management program that includes fleet, facilities, parks, streets, alleys, water, wastewater and storm water.
- Goal 3 – Ensure funding is adequate to meet the goals of the master plans
- Goal 4 – Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.
- Goal 5 – Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.

Quantitative and Qualitative Performance Measures:

	FY15-16 Projected	FY16-17 Estimated	FY17-18 Estimated
Activate at least 2 new neighborhood watch programs (Quality of Life Strategy)	N/A	2	2
Address 40% of all 128 organizational assessment recommendations by end of Fiscal Year 2016-17 (Organizational Effectiveness Strategy)	24%	48%	60%
Increase the number of new businesses opening in Oxnard annually by 5% (Economic Development Strategy)	N/A	5%	5%
Reduce maintenance backlog by 20% annually (Infrastructure and Natural Resources Strategy)	N/A	20%	20%

Quantitative and Qualitative Performance Measures:

	FY 2015-16 Actual	FY 2016-17 Estimated
Activate at least 2 new neighborhood watch programs (Quality of Life Strategy)	N/A	2
Address 40% of all 128 organizational assessment recommendations by end of Fiscal Year 2016-17 (Organizational Effectiveness Strategy)	24%	48%
Increase the number of new businesses opening in Oxnard annually by 5% (Economic Development Strategy)	N/A	5%
Reduce maintenance backlog by 20% annually (Infrastructure and Natural Resources Strategy)	N/A	20%

City Council Strategic Priority Areas:

The City Council established the Strategic Priority areas for FY 2016-17, and will continue to guide the City towards meeting these goals and objectives.

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CITY COUNCIL				
City Councilmember	4.00	4.00	4.00	4.00
Executive Assistant I/II	0.30	0.30	0.30	0.30
Mayor	1.00	1.00	1.00	1.00
Total FTE	5.30	5.30	5.30	5.30
CITY COUNCIL TOTAL	5.30	5.30	5.30	5.30

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY COUNCIL				
1101-CITY COUNCIL	350,654	358,836	358,836	394,728
CITY COUNCIL Total	350,654	358,836	358,836	394,728
101-GENERAL FUND Total	350,654	358,836	358,836	394,728

EXPENDITURES BY TYPE BY FUND

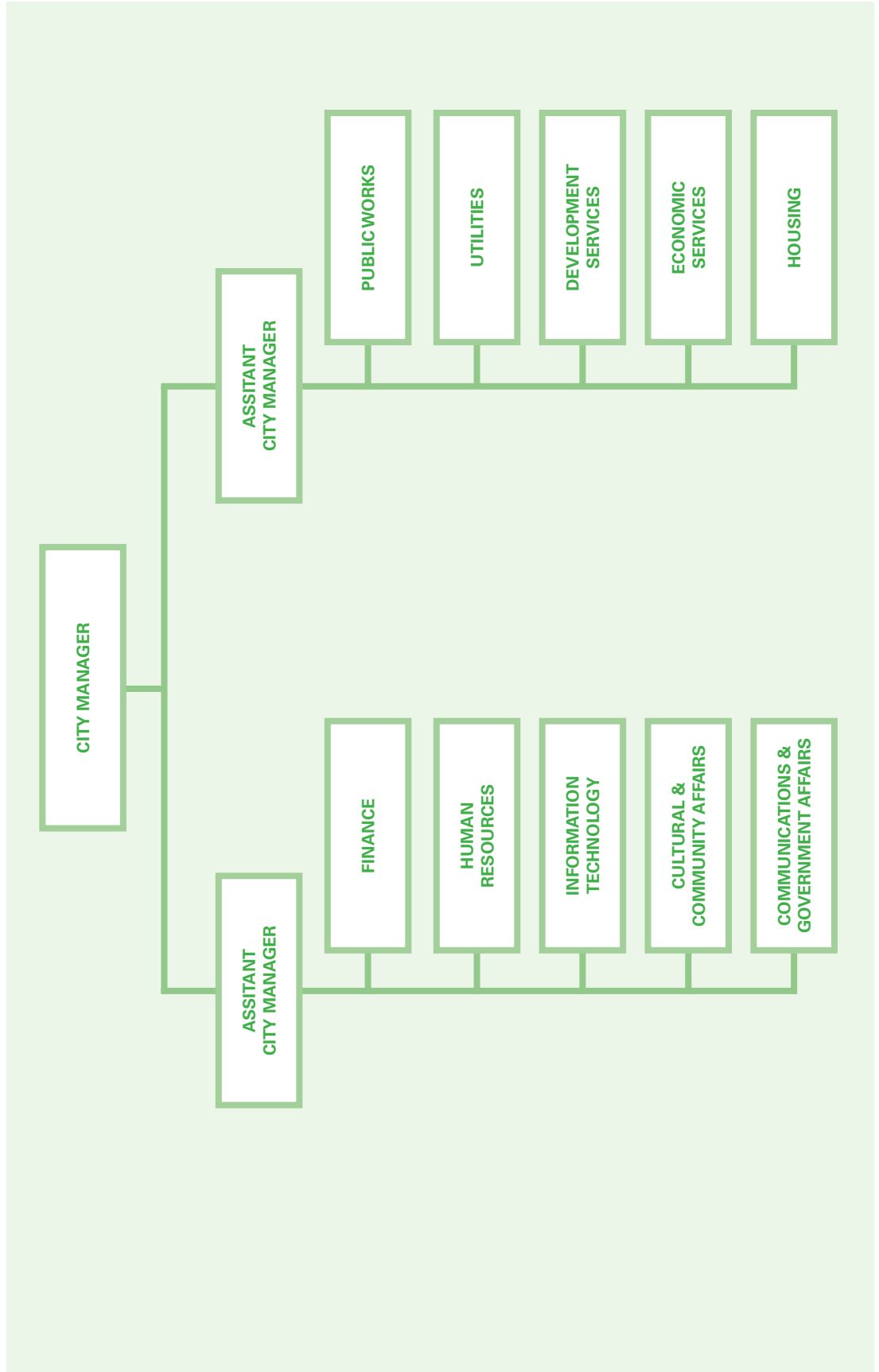
	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY COUNCIL				
1-PERSONNEL	202,697	213,474	213,474	253,167
2-OTHER O&M EXPENSE	147,957	145,362	145,362	141,561
CITY COUNCIL Total	350,654	358,836	358,836	394,728
101-GENERAL FUND Total	350,654	358,836	358,836	394,728

FY 2017-18
Proposed Budget

City Manager's Office



City Manager's Office



City Manager's Office

Mission:

The City Manager's Office provides strategic leadership and implements policies from City Council, Community Development Commission Successor Agency, and Housing Authority; provides oversight to all City departments; develops and recommends alternatives to address current and future community needs; ensures the City's financial integrity; provides information on City government to residents; ensures that City services are provided equitably and cost-effectively; and provides oversight for the development of the City budget. The City Manager's Office also oversees the City's Public Information Office, ensuring that information is effectively communicated to City staff, elected officials, and residents.

Programs:

In addition to the **City Manager's Office division**, listed above, the City Manager's Office includes the following programs:

Public Information provides oversight of the Communication and Public Information Office, including Community Relations, Government Citywatch TV, the City's website, and Neighborhood Services.

Neighborhood Services maintains and provides support for the Neighborhood Council Program, including the Inter-Neighborhood Council Organization (INCO), which consists of members from each active neighborhood council.

Community Relations provides support to the Community Relations Commission (CRC), which consists of seven members appointed to identify and advise the City Council on problems of discrimination in the community, and to promote better human relationships among all City residents, and supports various community events.

Legislative Affairs supports the Legislative Program, adopted by City Council in 2007, which allows staff to more effectively carry out City Council direction with respect to a variety of critical areas of concern, including water resources, transportation needs, and preservation of local control.

Accomplishments – FY 2016-2017:

- Held a priority-setting workshop for City Council, created interdepartmental teams to define and address Council's strategic priority areas, and oversaw the creation and implementation of the strategic priority business plans.
- Assisted with the Mayor's State of the City speech and presentation, INCO events, and multiple neighborhood and community events.
- Maintained direct and consistent contact with contracted state and federal legislative advocates, monitored the League of California Cities Priority Focus, California Water Association, and other sources to identify pending legislation that may impact the City.
- Began implementation of the 128 recommendations from the 2014 Organizational Assessment.

- Developed and implemented the City's organizational development program to ensure a qualified workforce.
- Began distributing daily news clips to the City Council and employees to keep them informed about Oxnard media coverage.
- Designed and developed content for the City's website, Oxnardnews.org, the City's television channel ("Citywatch"), the City's Facebook and Twitter pages, and City Publications that highlight programs and services, such as posters and flyers.
- Completed the Wastewater Rate Study and successful adoption of new wastewater rates that will assist in putting the enterprise fund back onto a stable financial footing, and will provide a revenue stream that will assist in potentially raising the bond rating, which will assist in better interest rates and lower costs to the citizens of Oxnard.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas; specifically:

The FY 2017-2018 Goals and Objectives for the City Manager's Office are:

Goal 1 – Implement Council's Strategic Priorities

- The City Manager's Office will continue to provide leadership that supports the City Council; will focus on implementing the City Council's strategic priorities, goals and objectives; and will be on schedule in implementing at least 60% of the City Council Strategic Priorities.

Goal 2 – Focus on Resident's Needs

- The City Manager's Office will ensure that the organization delivers high quality services to the residents of the City with the implementation of the Oxnard 311 application, and response times will be tracked to resident complaints to allow the City to establish baseline response times for future performance measures. **Goal 3 – Address and Implement the Organizational Assessment Recommendations**
- The City Manager's Office will continue to implement the 128 recommendations stemming from the 2014 Organizational Assessment, in order to ensure that the City establishes corporate support, accountability, and value systems.
- The City Manager's Office will prioritize the remaining recommendations to ensure the highest priority items are focused on and addressed soonest.

Goal 4 – Provide timely updates to the City Council and employees through the launch of a biweekly City Manager's newsletter.

- The Public Information Office will gather information from various City departments.
- The Public Information Office will create a newsletter that will be published and provided to City Council on a bi-weekly basis, in order to keep Council and City employees informed of events and issues throughout the City.

Core Functions:

Function 1 – Financial oversight of all City finances and programs. This requires continual updates from the Finance Department to ensure financial stability of the City.

Function 2 – Oversight of all employee relations and training. Responsible for continual improvement of employee skills and growth, as it pertains to their jobs, to ensure high-quality output for the citizens of Oxnard.

Function 3 – Continual updating of all aspects and information pertaining to the City operations to the City Council and citizens of the Oxnard.

Quantitative and Qualitative Performance Measures:

	FY 2015-2016	FY 2016-2017 Goal	FY 2016-2017 Projected	FY 2017-2018 Goal
Daily/Weekly Updating of Oxnard News Stories	N/A	100%	100%	100%
Weekly Updates with City Council by City Manager	100%	100%	100%	100%
Continual Updating of All City Contracts	100%	100%	100%	100%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CITY MANAGER				
Administrative Assistant (C)	1.00	2.00	2.00	2.00
Assistant City Manager	1.80	1.80	1.80	2.00
City Manager	1.00	1.00	1.00	1.00
Downtown Revitalization Manager	-	-	1.00	1.00
Executive Assistant I/II	0.70	0.70	0.70	0.70
Management Analyst III (C)	-	1.00	1.00	1.00
Total FTE	4.50	6.50	7.50	7.70
PUBLIC INFORMATION				
Graphic Designer	-	-	-	1.00
Public Information Assistant	-	-	-	2.00
Public Relations & Community Affairs Manager	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	4.00
COMMUNITY RELATIONS				
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Community Outreach & Production Specialist	1.00	1.00	1.00	1.00
Total FTE	2.00	2.00	2.00	2.00
NEIGHBORHOOD SERVICES				
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00
CITY MANAGER TOTAL	8.50	10.50	11.50	14.70

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY MANAGER				
1401-CITY MANAGER	1,883,031	1,530,523	1,533,623	1,422,337
1402-CITY MANAGER	4,368	4,368	4,368	4,368
1405-PUBLIC INFORMATION	128,228	148,211	148,211	245,472
5201-NEIGHBORHOOD SERVICES	156,866	116,289	116,289	118,452
5301-COMMUNITY RELATIONS/ COMMUNITY ACCESS TV	214,935	250,787	250,787	257,115
CITY MANAGER Total	2,387,428	2,050,178	2,053,278	2,047,744
<hr/>				
101-GENERAL FUND Total	2,387,428	2,050,178	2,053,278	2,047,744
<hr/>				
311-PEG FEES CAPITAL IMPROVE				
CITY MANAGER				
1402-CITY MANAGER	-	-	28,920	-
CITY MANAGER Total	-	-	28,920	-
<hr/>				
311-PEG FEES CAPITAL IMPROVE Total	-	-	28,920	-
<hr/>				
CITY MANAGER Grand Total	2,387,428	2,050,178	2,082,198	2,047,744

EXPENDITURES BY TYPE BY FUND

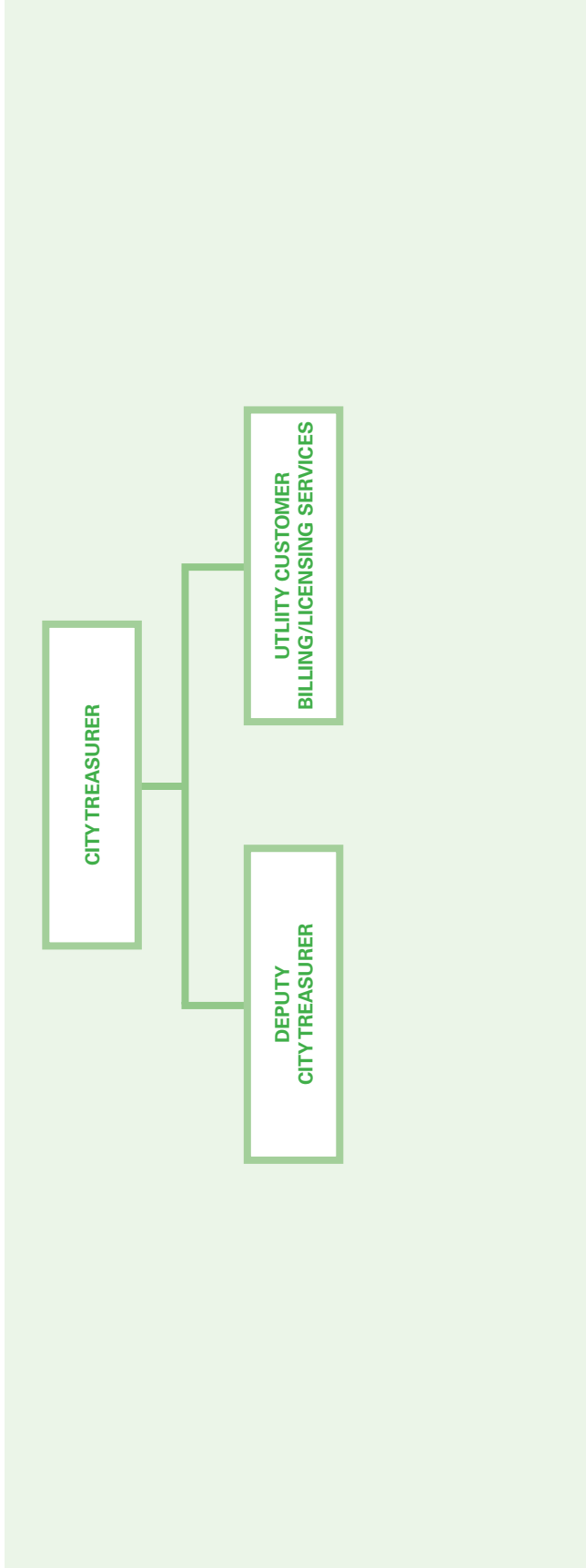
	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY MANAGER				
1-PERSONNEL	1,520,076	1,708,385	1,708,385	1,746,599
2-OTHER O&M EXPENSE	867,352	341,793	344,893	301,145
CITY MANAGER Total	2,387,428	2,050,178	2,053,278	2,047,744
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101-GENERAL FUND Total	2,387,428	2,050,178	2,053,278	2,047,744
<hr/>				
311-PEG FEES CAPITAL IMPROVE				
CITY MANAGER				
2-OTHER O&M EXPENSE	-	-	28,920	-
CITY MANAGER Total	-	-	28,920	-
<hr/>				
311-PEG FEES CAPITAL IMPROVE Total	-	-	28,920	-
<hr/>				
CITY MANAGER Grand Total	2,387,428	2,050,178	2,082,198	2,047,744

FY 2017-18
Proposed Budget

City Treasurer's Office



City Treasurer's Office



City Treasurer's Office

Mission:

The City Treasurer's Office is responsible for acceptance of all revenues due to the City, assuring safekeeping, availability, timely deposits, and investment of funds with a focus on excellent customer service accomplished on a daily basis.

Programs:

City Treasurer provides centralized collection of all revenues including payments for utility bills, business tax, animal licenses, permits, and all other funds due to the City through cash, check, or credit card payments made at the customer service counter, by phone or on-line.

Customer Service is responsible for utility billing of water, wastewater, and refuse accounts and collection of business tax and other related permits.

Accomplishments – FY 2016-2017:

- Improved City's liquidity by "laddering" the investment portfolio (purchasing multiple types of investments with different maturity dates).
- Promoted safety for employees and public in the Service Center by installing panic buttons at front office counters and additional cameras in the lobby.
- Provided utility customers with an option to pay their bills automatically (Auto Pay).
- Improved customers' ability to manage their utility account online via Clic2Gov.
- Gave customers additional option of tendering payments for utilities and business taxes by providing a payment drop box at the Service Center lobby.
- Increased interest generated from bank accounts by reducing balance of non-interest bearing accounts and increasing balance in interest-bearing "Sweep Account".
- Complied with Federal, State and Local laws by closing down bank accounts opened without the City Treasurer's oversight.
- Continued to provide paperless statements for utility bills.
- Continued to provide quality customer service and increased efficiency.
- Increased the number of licensed businesses by 9%.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas, as follows:

Operational Effectiveness

Goal 1 - Help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology, and Human Resources.

Economic Development

Goal 2 - Enhance business development throughout the City.

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

Quality of Life

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

Core Functions:

Function 1 – Responsible for accepting all money due to the City and collection of the cash received at all departments in the City.

Function 2 - Assure safekeeping, availability, timely deposit, and investment of all cash held in the City Treasurer's custody.

- The City Treasurer staff's primary focus is on excellent customer service accomplished on a daily basis at the cashiering booths, by telephone and on-line.
- The City Treasurer provides centralized collection of all revenues including payments for utility bills (water, wastewater and refuse), business tax, animal licenses, permits, and all other funds due to the City.

Function 3 - Responsible for the overall cash management of the City.

Quantitative and Qualitative Performance Measures:

	FY 2016-2017 Projected	FY 2017-2018 Estimated
<ul style="list-style-type: none"> Maintain or increase average rate of return on investments by .15% (market driven) (*% of return paid on treasury investments) 	1.45*	1.60*
<ul style="list-style-type: none"> Maintain the processing of utility payments within one business day of receipt at 99% 	.98	.99

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CITY TREASURER				
Account Clerk I/II	2.00	2.00	2.00	3.00
Account Clerk III	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
City Treasurer	1.00	1.00	1.00	1.00
Customer Service Representative I/II	-	-	-	1.00
Revenue Collection Technician	1.00	1.00	1.00	1.00
Total FTE	6.00	6.00	6.00	8.00

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
UTILITY CUSTOMER/LICENSING SERVICES				
Assistant City Treasurer/Revenue Accounting Manager	1.00	1.00	1.00	1.00
Code Compliance Inspector I/II	1.00	1.00	1.00	1.00
Customer Service Accounting Technician	2.00	2.00	2.00	2.00
Customer Service Representative I/II	5.00	5.00	5.00	6.00
Senior Customer Service Representative	1.00	1.00	1.00	1.00
Treasury Supervisor	1.00	1.00	1.00	1.00
Total FTE	11.00	11.00	11.00	12.00

CITY TREASURER TOTAL	17.00	17.00	17.00	20.00
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EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY TREASURER				
1201-CITYTREASURER	860,172	906,211	906,211	1,000,816
1211-UTILITY CUSTOMER/LICENSING SERVICES	507,249	472,732	472,732	512,564
CITY TREASURER Total	1,367,421	1,378,943	1,378,943	1,513,380
<hr/>				
101-GENERAL FUND Total	1,367,421	1,378,943	1,378,943	1,513,380
<hr/>				
725-CUSTOMER BILLING OPR FUND				
CITY TREASURER				
1211-UTILITY CUSTOMER/LICENSING SERVICES	1,644,333	1,092,521	1,092,521	1,318,715
CITY TREASURER Total	1,644,333	1,092,521	1,092,521	1,318,715
<hr/>				
725-CUSTOMER BILLING OPR FUND Total	1,644,333	1,092,521	1,092,521	1,318,715
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CITY TREASURER Grand Total	3,011,754	2,471,464	2,471,464	2,832,095

EXPENDITURES BYTYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CITY TREASURER				
1-PERSONNEL	959,272	1,010,573	1,008,873	1,031,278
2-OTHER O&M EXPENSE	408,149	368,370	370,070	482,102
CITY TREASURER Total	1,367,421	1,378,943	1,378,943	1,513,380
<hr/>				
101-GENERAL FUND Total	1,367,421	1,378,943	1,378,943	1,513,380
<hr/>				
725-CUSTOMER BILLING OPR FUND				
CITY TREASURER				
1-PERSONNEL	495,536	527,121	527,121	553,509
2-OTHER O&M EXPENSE	1,148,797	565,400	565,400	765,206
CITY TREASURER Total	1,644,333	1,092,521	1,092,521	1,318,715
<hr/>				
725-CUSTOMER BILLING OPR FUND Total	1,644,333	1,092,521	1,092,521	1,318,715
<hr/>				
CITY TREASURER Grand Total	3,011,754	2,471,464	2,471,464	2,832,095

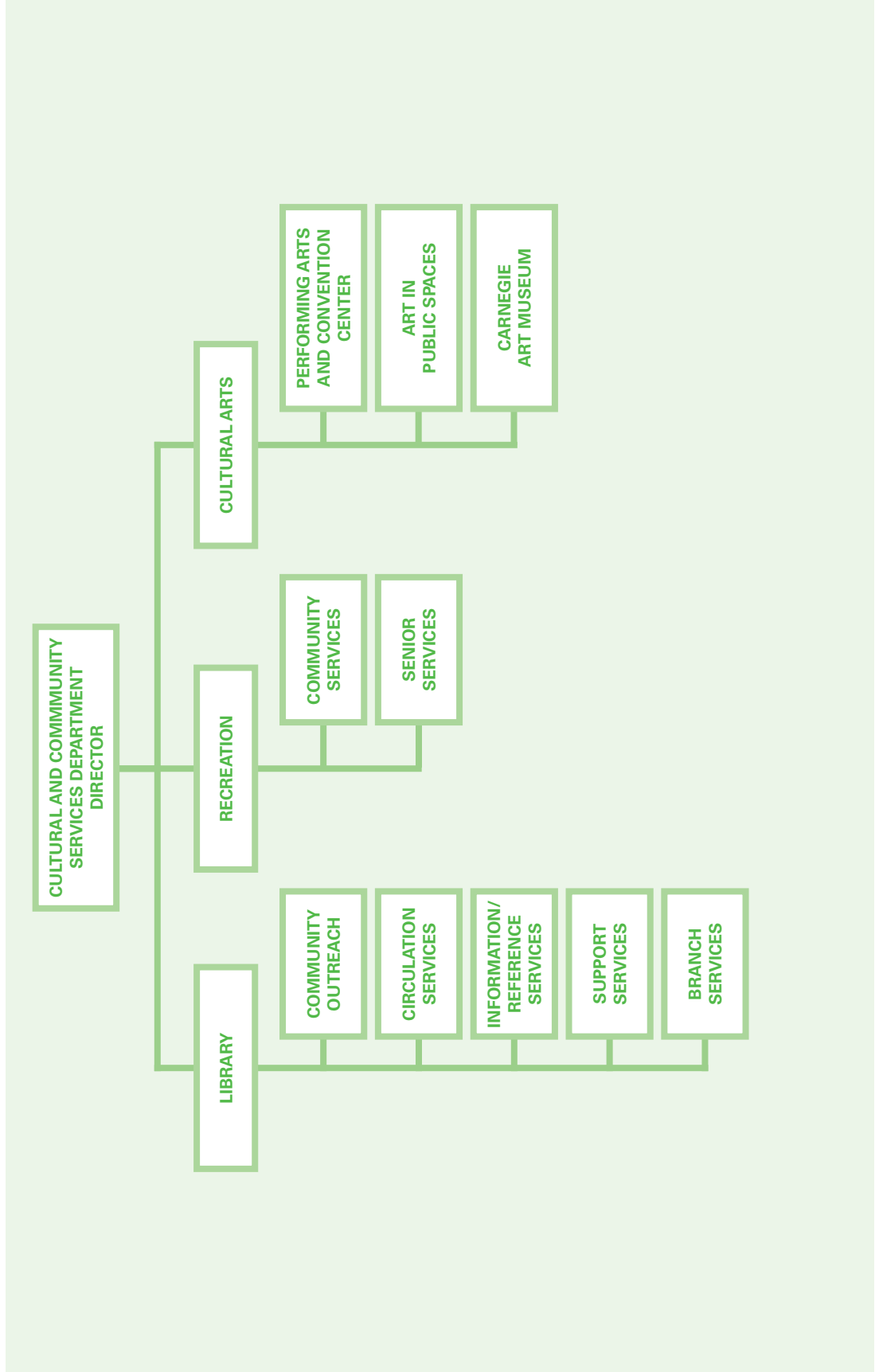
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FY 2017-18
Proposed Budget

Cultural and Community Services Department



Cultural and Community Services Department



Cultural and Community Services Department

Mission:

Promote lifelong learning, foster civic pride, and enhance Oxnard's quality of life through extraordinary cultural, recreational, and educational programs and services.

Programs:

Library

The Oxnard Public Library provides free and equal access to relevant information, resources, exhibits and programs designed to enhance the lives of Oxnard residents. In addition, the Library promotes democratic participation and freedom of speech.

Performing Arts and Convention Center

The Performing Arts & Convention Center (PACC) provides outstanding entertainment opportunities to Ventura County residents and visitors by providing space for commercial and community events, giving Oxnard an opportunity to hold meetings, weddings, and other important milestones in the classrooms and banquet rooms, as well as hosting professional performances in the Auditorium.

Recreation and Community Services

Recreation and Community Services encompasses multi-program efforts with the larger goals of economic development, strengthening safety and security, fostering cultural diversity, lifelong learning, responding to the residents' needs and interests, and promoting health and wellness in the Oxnard community. Programs include Special Populations, Adult Sports, Bedford Pinkard Skatepark, Police Activities League, City Corps, Recreation Classes (pre-school, youth, and adult), College Park Programs, Colonia Basketball Gym, Facilities, Oxnard Tennis Center, Seasonal Day Camps, Special Events such as (Tamale Festival), the Rio Vista Basketball Gym, Retired Senior Volunteer Program (RSVP), Senior Programs, and Senior Nutrition.

Carnegie Art Museum

Carnegie Art Museum, a non-profit museum of the City of Oxnard, was originally Oxnard's Carnegie Library built in 1906. It was readapted as a Cultural Arts Center in 1980, and designated as an art museum by the City Council in 1987. In 2002 to augment the Museum's municipal budget, the Carnegie Art Museum Cornerstones received its 501(c)3 designation from the Internal Revenue Service. In July 2010, the CAM Cornerstones entered into a contract agreement with the City of Oxnard to manage and operate the Carnegie Art Museum with the continuance of municipal funding. CAM Cornerstones enhances and promotes the Museum's educational and cultural services to residents and tourists through: fund-raising, grant writing, special events, exhibits, performances, classes, lectures, workshops, a museum store, membership program and oversight of museum management. Dedicated

to serving the community through education, Carnegie Art Museum's vision is to “share the Southern California Art Experience”. The Museum enhances the quality of life for residents and visitors while fostering tourism and business, by providing artistic and cultural enrichment opportunities through significant museum exhibitions, educational programs, arts events and the preservation and expansion of the City’s permanent art collection.

Accomplishments – FY 2016-2017:

- Served approximately 1,343,492 people through department programs, services, and events including:
 - Recreation - 719,900 youth and adults
 - Library – 429,180 library patrons
 - Carnegie – 82,867
 - Performing Arts Center – 111,545
- Over 105,890 volunteer service hours through the Oxnard Public Library, Special Populations, Oxnard Police Activities League, Youth Sports, City Corps, and the Retired Senior Volunteer Program (RSVP). The State of California values these hours at \$2,921,505.
- California Expanded Learning Emerging Leadership Award for serving children through after-school enrichment and academic activities. Oxnard employee Jessy Tapia was one of only six individuals in the state to receive this award from the California Department of Education.
- City Corps was awarded the League of California Cities 2016 Helen Putnam Award for Excellence.
- More than 1,000 people attended the City’s first Cultural Arts Festival, PACC the Arts, at the Performing Arts and Convention Center. The event featured a gathering of local musicians, performers, dancers, painters, filmmakers, children’s activities, arts and crafts and food trucks.
- Voted “Best of 2016” Library in Ventura County by Ventura County Reporter readers.
- 8,000 people flocked to the 9th annual Tamale Festival to enjoy tamales, cumbia dancing, kids’ zone adventures and live entertainment by presenting sponsor, Lazer Broadcasting Corp.
- Increased library internet speed by 4000% through the implementation of a high-capacity network (CENIC). CENIC provides the public and staff with much faster connectivity resulting in more efficiency which allow users and staff to finalize work products more quickly.
- In collaboration with the Oxnard Police Department, instituted additional security presence creating a safer, community friendly library environment.
- Designed and developed user friendly content for Library’s website and the Library’s Facebook page that highlight events, community services and resources.
- Hosted , promoted or assisted in organizing over 1000 successful events.
- Hosted over 70 theatrical productions to engage the Oxnard community, ranging from theatrical performances to comedy shows.
- *The History of the Chicano Movimiento*, a 21ft painting in the collection of the Carnegie Art Museum, was included in the Museum of Latin American Art’s major exhibition [Dreamland: A Frank Romero Retrospective](#) alongside art from the Smithsonian Museum of American Art, Los Angeles County Museum of Art and the Collection of Cheech Marin, and was published in the Sunday *LA Times’ Arts & Books Section* of March 12, 2017.
- Museum art education programming increased 10% aided by grant awards from the Frederick R. Weisman Art Foundation and Edison International.

City Council Strategic Priority Areas:

Some of the programs listed in this Department help to implement the City Council's Strategic Priority Areas, specifically:

Quality of Life

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

- Goal 1.b. - Explore alternatives for youth through recreation programs and intervention services.
 - 1.b.1. - Perform community outreach to promote recreation programs and services through a deliberate social media campaign, redesigned website, and other methods.
 - 1.b.2. - Promote programs at various community events and festivals.
 - 1.b.3. - Collaborate with community members, organizations, and agencies to ensure youth are being referred to intervention and prevention programs.
 - 1.b.4. - Offer quarterly educational and professional workshops for youth ages 16-24.
 - 1.b.5. - Employ 175-200 youth (ages 16-25) annually.

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

- Goal 3.b.3 - Work with Parks and Recreation Commission to establish a "Friends of the Park Program".

Organizational Effectiveness

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

- Goal 1.b. - Establish an internal audit program to complete performance audits of identified programs to ensure compliance with state and federal law and that council policy is adhered to.
 - Goal 1.b.2. - Complete Performance Audit for PACC.
 - Goal 1.b.3. - Complete Performance Audit for City Corps.

Economic Development

Goal 2 - Enhance business development

- Goal 2.c. - Capitalize on historic, cultural, and natural resources.
 - 2.c.1. - Complete an assessment and inventory of Oxnard's historical, cultural, and artistic capital, developing a summit that explores the themes of a "cultural economy" and Oxnard's resources therein. Prepare a strategic plan for promoting and incorporating historic, cultural, and artistic resources.

Core Functions:

Function 1 - Cultural Arts, Events and Entertainment

Promote, support, and provide arts programming, events, educational and cultural services, special events, and entertainment.

- Market 2017-18 season through improved website, social media, email, media sponsorships, and print pieces. Increase impressions, social media likes, and ticket sales by 20%.
- Develop annual report for the Art in Public Places Fund cultural arts grants by June 30, 2018.
- Support local artists and arts organizations through the provision of cultural arts grants.
- Host a PBS supported performance at the Oxnard Performing Arts and Convention Center.
- Begin implementation of downtown arts hub: **
 - Develop a downtown mural program
 - Develop a public art selection process
 - Implement 1-2 public art and/or arts engagement projects
- Expand Carnegie Art Museum education program service to middle and high school level students.

Function 2 - Lifelong Learning

Provide ongoing opportunities for the community to learn new skills, explore opportunities, and pursue knowledge for personal and/or professional development.

- Extend exhibit tour outreach to schools experiencing a high influx of newcomer and English-language learners.
- Enlarge library's periodical collection by 15%.
- Promote the Oxnard City Corps Healthy Eating Education program in partnership with California State University Channel Islands.

Function 3 - Recreation

Programs, services, and facilities designed to promote play, sharpen new skills, socialization, and overall improvement to health and wellness.

- Increase the amount of youth participating in sports programs that promote healthy habits, by 5%. **
- Provide increased safe spaces for youth through the re-opening of the Durley Park Youth Recreation Center. **
- Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations. **
- Increase the special populations youth baseball participation by 25% and introduce a new program for special populations in the upcoming fiscal year. **

Function 4 - Community Outreach and Engagement

Promote programs, events, and services through intentional and strategic communications and marketing and provide opportunities for residents to engage and volunteer in city offered programs.

- Increase repeat Carnegie Art Museum visitorship to align with and support the vision of Downtown Oxnard.
- Increase museum membership through increased activities and organizational partnerships.
- Implement Meet Up Clean Up at 10 city parks. **
- Explore a partnership with California State University of Channel Islands to provide lecture series and workshops at the Oxnard Public Library.

Function 5 - Youth Leadership and Development

Provide opportunities for youth ages 12 - 24 to develop leadership and life skills, job preparation, and college readiness through interactive programming.

- Provide youth employment opportunities in alignment with the national My Brother's Keeper Initiative. **
- Create opportunities that provide work experience and challenges to support the development of youth by employing 330 youth ages 16-24 by June 30, 2018. **
- Recruit 25 youth library volunteers and hold 24 Teen Advisory Board meetings.

**Items with asterisks are identified in the City Council Strategic Priority Plan

Quantitative and Qualitative Performance Measures:

	FY2015-2016	FY2016-2017 Goal	FY2016-2017 Projected	FY2017-2018 Goal
Reference Questions Answered	78,000	79,560	89,000	89,250
Materials Used	531,300	547,239	600,000	681,000
Markerspace Attendance	109	120	120	125
Caregiver/Child Program Attendance	110	125	130	135
Cultural Programming Expansion	3	5	7	8
Library and Website Attendance	391,461	399,290	413,000	500,000
Library Partnerships	7	10	16	15
PACC Tickets Sold Through Etix	35,000	45,000	35,000	45,000
PACC Commercial Rentals	19	30	19	20
PACC Original Programming	5	24	5	15
PACC Revenue	\$650,000	\$700,000	\$650,000	\$700,000
Responses to customer satisfaction and program needs survey	NA	2,500	300	1,000

Employee Youth 16-24	225	300	330	350
Increase Community Volunteerism	1,057	1,100	1,100	1,100
Host Volunteer Trainings	8	14	14	14
Youth Sports Participants	3,914	4,125	4,100	4,500
Youth Sports Teams	364	375	390	415
Recreation Class Participants	797	840	875	900
Recreation Class Offerings	91	100	220	230
Adult Sports Participants	4,625	4,850	2,927	3,500
Adult Sports Teams	320	350	215	280
Senior Programming Participants	40,675	54,000	55,500	43,000
Senior Meals Served	42,960	43,500	39,000	41,000
Carnegie Art Museum Education Presentations	NA	NA	NA	80
Museum Visitors	NA	NA	NA	10,200

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
COMMUNITY SERVICES				
Administrative Assistant	-	-	-	1.00
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Administrative Secretary III	1.00	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00
Community Services Manager	1.00	1.00	1.00	1.00
Cultural & Community Services Director	-	0.25	0.25	0.25
Management Analyst I/II	-	-	-	1.00
Office Assistant I/II	-	-	-	1.00
Recreation/Human Services Coordinator	4.00	4.00	4.00	4.00
Recreation/Human Services Coordinator (Limited Term)	-	-	-	8.00
Recreation/Human Services Leader I (Limited Term)	-	-	-	1.00
Recreation/Human Services Leader II (Limited Term)				6.00
Recreation/Human Services Leader III	1.50	1.50	1.50	1.50
Recreation/Human Services Leader III (Limited Term)	-	-	-	20.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Total FTE	10.50	10.75	10.75	48.75
SENIOR SERVICES				
Office Assistant I/II	1.00	1.00	1.00	1.00
Recreation/Human Services Coordinator	3.00	3.00	3.00	3.00
Recreation/Human Services Leader III	3.25	3.25	3.25	3.25
Recreation Supervisor	1.00	1.00	1.00	1.00
Total FTE	8.25	8.25	8.25	8.25
RECREATION TOTAL	18.75	19.00	19.00	57.00
PERFORMING ARTS CONVENTION CENTER				
Administrative Secretary III	1.00	1.00	1.00	1.00
Cultural & Community Services Director	-	0.25	0.25	0.25
Event Attendant III	2.50	2.50	2.50	2.50
Event Coordinator	1.00	1.00	1.00	1.00
Performing Arts Center Manager	1.00	1.00	1.00	1.00
Total FTE	5.50	5.75	5.75	5.75
PERFORMING ARTS & CONV CTR TOTAL	5.50	5.75	5.75	5.75

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
OTHER COMMUNITY SERVICES				
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Cultural Arts Supervisor	1.00	1.00	1.00	1.00
Event Attendant III	1.50	1.50	1.50	1.50
Total FTE	3.50	3.50	3.50	3.50
OTHER COMMUNITY SERVICES TOTAL				
	3.50	3.50	3.50	3.50
COMMUNITY OUTREACH				
Administrative Assistant	1.00	1.00	1.00	1.00
Cultural & Community Services Director	1.00	0.50	0.50	0.50
Library Aide I/II	0.50	0.50	0.50	0.50
Library Aide III	1.00	1.00	1.00	-
Office Assistant I/II	1.00	1.00	1.00	1.00
Total FTE	4.50	4.00	4.00	3.00
CIRCULATION SERVICES				
Library Aide I/II	5.50	5.50	5.50	5.72
Library Circulation Supervisor	1.00	1.00	1.00	1.00
Library Monitor	-	-	-	1.00
Literacy Coordinator	1.00	1.00	1.00	1.00
Total FTE	7.50	7.50	7.50	8.72
INFORMATION/REFERENCE SERVICES				
City Librarian	-	-	1.00	1.00
Librarian I	4.50	4.50	4.50	4.50
Librarian II	1.00	1.00	1.00	1.00
Library Services Supervisor	1.00	1.00	-	-
Total FTE	6.50	6.50	6.50	6.50
SUPPORT SERVICES				
Computer Network Engineer I/II	2.00	-	-	-
Librarian III	-	-	-	2.00
Library Aide I/II	2.00	2.00	2.00	2.00
Library Aide III	1.00	1.00	1.00	-
Total FTE	5.00	3.00	3.00	4.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
BRANCH SERVICES				
Librarian I	2.00	2.00	2.00	2.78
Librarian II	1.00	1.00	1.00	1.00
Librarian III	1.00	1.00	1.00	1.00
Library Aide I/II	2.00	2.00	2.00	2.00
Total FTE	6.00	6.00	6.00	6.78
LIBRARY TOTAL				
	29.50	27.00	27.00	29.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
LIBRARY				
5401-LIBRARY COMMUNITY OUTREACH	811,906	649,825	655,825	501,954
5402-LIBRARY CIRCULATION SERVICES	1,094,052	1,066,640	1,060,640	952,029
5403-LIBRARY INFORMATION/REFERENCE SERVICES	798,000	858,107	862,107	915,068
5404-LIBRARY SUPPORT SERVICES	591,235	425,114	425,114	353,377
5411-LIBRARY BRANCH SERVICES	812,546	836,523	836,523	886,773
LIBRARY Total	4,107,739	3,836,209	3,840,209	3,609,201
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101-GENERAL FUND Total	4,107,739	3,836,209	3,840,209	3,609,201
<hr/>				
208-LIBRARY GRANTS				
LIBRARY				
5414-LIBRARY SUPPORT SERVICES	-	-	-	-
5415-LIBRARY SUPPORT SERVICES	18,265	-	-	-
LIBRARY Total	18,265	-	-	-
<hr/>				
208-LIBRARY GRANTS Total	18,265	-	-	-
<hr/>				
301-CAPITAL OUTLAY FUND				
LIBRARY				
5407-CAPITAL OUTLAY	-	-	905,000	-
LIBRARY Total	-	-	905,000	-
<hr/>				
301-CAPITAL OUTLAY FUND Total	-	-	905,000	-
<hr/>				
LIBRARY Grand Total	4,126,004	3,836,209	4,745,209	3,609,201

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
LIBRARY				
1-PERSONNEL	2,867,364	2,706,463	2,710,463	2,662,223
2-OTHER O&M EXPENSE	1,240,375	1,129,746	1,129,746	946,978
LIBRARY Total	4,107,739	3,836,209	3,840,209	3,609,201
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101-GENERAL FUND Total	4,107,739	3,836,209	3,840,209	3,609,201
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208-LIBRARY GRANTS				
LIBRARY				
1-PERSONNEL	7,698	-	-	-
2-OTHER O&M EXPENSE	10,567	-	-	-
LIBRARY Total	18,265	-	-	-
<hr/>				
208-LIBRARY GRANTS Total	18,265	-	-	-
<hr/>				
301-CAPITAL OUTLAY FUND				
LIBRARY				
2-OTHER O&M EXPENSE	-	-	240,000	-
4-CAPITAL OUTLAY	-	-	665,000	-
LIBRARY Total	-	-	905,000	-
<hr/>				
301-CAPITAL OUTLAY FUND Total	-	-	905,000	-
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LIBRARY Grand Total	4,126,004	3,836,209	4,745,209	3,609,201

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
641-PERFORMING ARTS CNTR FUND				
PERFORMING ARTS AND CONVENTION CENTER				
5603-UNASSOCIATED	36,490	36,490	36,490	36,490
5601-PERFORMING ARTS AND CONVENTION CENTER	1,448,667	1,620,759	1,620,759	2,035,638
PERFORMING ARTS AND CONVENTION CENTER Total	1,485,157	1,657,249	1,657,249	2,072,128
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641-PERFORMING ARTS CNTR FUND Total	1,485,157	1,657,249	1,657,249	2,072,128

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EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
641-PERFORMING ARTS CNTR FUND				
PERFORMING ARTS AND CONVENTION CENTER				
1-PERSONNEL	1,020,183	1,087,775	1,028,275	1,104,565
2-OTHER O&M EXPENSE	464,974	569,474	628,974	967,563
4-CAPITAL OUTLAY	-	-	-	-
PERFORMING ARTS AND CONVENTION CENTER Total	1,485,157	1,657,249	1,657,249	2,072,128
641-PERFORMING ARTS CNTR FUND Total	1,485,157	1,657,249	1,657,249	2,072,128

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
RECREATION				
5302-YOUTH DEVELOPMENT	-	-	-	-
5501-RECREATION COMMUNITY SERVICES	2,345,639	2,652,808	2,713,308	2,641,361
5502-YOUTH DEVELOPMENT	717,548	981,498	990,353	878,611
5503-SENIOR SERVICES	746,028	906,268	826,568	740,066
5504-SOUTH OXNARD CENTER	-	-	-	99,757
5505-RECREATION SERVICES	-	-	-	-
5511-CITICORP.	249,599	189,049	296,249	289,730
RECREATION Total	4,058,814	4,729,623	4,826,478	4,649,525
101-GENERAL FUND Total	4,058,814	4,729,623	4,826,478	4,649,525
219-STATE/LOCAL-MY GRANTS				
RECREATION				
5550-CAPITAL IMPROVEMENTS	-	-	249,066	-
RECREATION Total	-	-	249,066	-
219-STATE/LOCAL-MY GRANTS Total	-	-	249,066	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
261-FEDERAL TERM GRANTS FUND				
RECREATION				
5307-SENIOR SERVICES/SPECIAL POPULATIONS	13,028	-	-	-
5390-SENIOR SERVICES/SPECIAL POPULATIONS	16,000	-	14,000	-
5503-SENIOR SERVICES	85,906	-	104,513	-
5550-CAPITAL IMPROVEMENTS	119,828	-	36,052	-
RECREATION Total	234,762	-	154,565	-
261-FEDERAL TERM GRANTS FUND Total	234,762	-	154,565	-
263-RSVP				
RECREATION				
4806-SENIOR SERVICES/SPECIAL POPULATIONS	-	-	-	-
4856-SENIOR SERVICES/SPECIAL POPULATIONS	31,088	35,579	60,441	35,421
5503-SENIOR SERVICES	137,745	48,377	106,387	56,481
RECREATION Total	168,833	83,956	166,828	91,902
263-RSVP Total	168,833	83,956	166,828	91,902
272-21ST CENTURY CLCP-ASESP				
RECREATION				
5502-YOUTH DEVELOPMENT	1,875,593	2,243,804	2,243,804	2,305,000
5511-CITICORP.	552,942	918,992	977,594	842,292
RECREATION Total	2,428,535	3,162,796	3,221,398	3,147,292
272-21ST CENTURY CLCP-ASESP Total	2,428,535	3,162,796	3,221,398	3,147,292
285-CDBG ENTITLEMENT				
RECREATION				
5314-YOUTH DEVELOPMENT	-	8,800	8,800	-
5501-RECREATION COMMUNITY SERVICES	45,290	52,000	52,000	60,000
5502-YOUTH DEVELOPMENT	79,327	64,800	64,800	75,000
5503-SENIOR SERVICES	49,481	25,800	25,800	30,500
RECREATION Total	174,098	151,400	151,400	165,500
285-CDBG ENTITLEMENT Total	174,098	151,400	151,400	165,500
RECREATION Grand Total	7,065,042	8,127,775	8,769,735	8,054,219

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
RECREATION				
1-PERSONNEL	2,426,707	3,139,367	3,114,505	2,932,492
2-OTHER O&M EXPENSE	1,592,107	1,520,256	1,627,611	1,647,033
4-CAPITAL OUTLAY	40,000	70,000	59,500	70,000
5-TRANSFERS OUT	-	-	24,862	-
RECREATION Total	4,058,814	4,729,623	4,826,478	4,649,525
101-GENERAL FUND Total	4,058,814	4,729,623	4,826,478	4,649,525
219-STATE/LOCAL-MY GRANTS				
RECREATION				
1-PERSONNEL	-	-	149,418	-
2-OTHER O&M EXPENSE	-	-	64,648	-
4-CAPITAL OUTLAY	-	-	35,000	-
RECREATION Total	-	-	249,066	-
219-STATE/LOCAL-MY GRANTS Total	-	-	249,066	-
261-FEDERAL TERM GRANTS FUND				
RECREATION				
1-PERSONNEL	195,363	-	93,661	-
2-OTHER O&M EXPENSE	39,399	-	60,904	-
RECREATION Total	234,762	-	154,565	-
261-FEDERAL TERM GRANTS FUND Total	234,762	-	154,565	-
263-RSVP				
RECREATION				
1-PERSONNEL	124,869	83,756	108,618	88,518
2-OTHER O&M EXPENSE	43,964	200	58,210	3,384
RECREATION Total	168,833	83,956	166,828	91,902
263-RSVP Total	168,833	83,956	166,828	91,902

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
272-21ST CENTURY CLCP-ASESP				
RECREATION				
1-PERSONNEL	2,348,337	2,807,296	2,862,608	2,745,492
2-OTHER O&M EXPENSE	80,198	355,500	358,790	401,800
RECREATION Total	2,428,535	3,162,796	3,221,398	3,147,292
<hr/>				
272-21ST CENTURY CLCP-ASESP Total	2,428,535	3,162,796	3,221,398	3,147,292
<hr/>				
285-CDBG ENTITLEMENT				
RECREATION				
1-PERSONNEL	154,315	99,100	99,100	112,465
2-OTHER O&M EXPENSE	19,783	52,300	52,300	53,035
RECREATION Total	174,098	151,400	151,400	165,500
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285-CDBG ENTITLEMENT Total	174,098	151,400	151,400	165,500
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RECREATION Grand Total	7,065,042	8,127,775	8,769,735	8,054,219

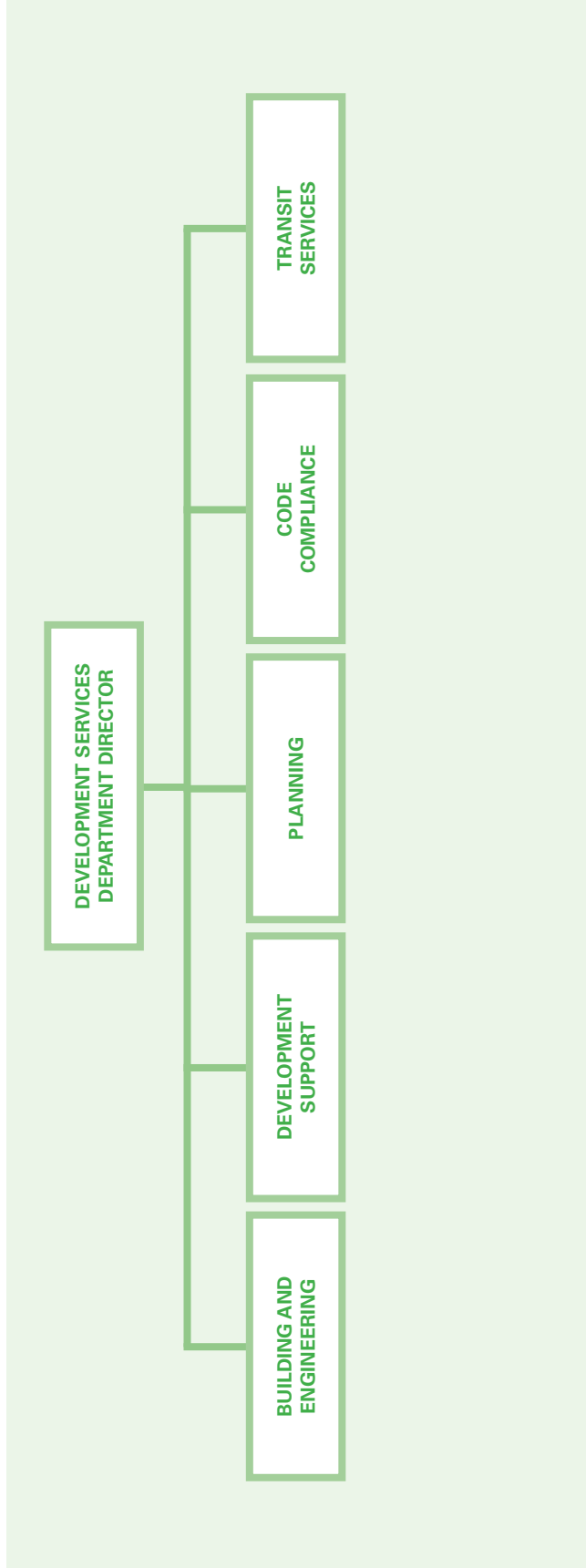
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FY 2017-18
Proposed Budget

Development Services Department



Development Services Department



Development Services Department

Mission:

The Development Services Department provides solution-oriented services to customers and residents in the areas of planning, building, development, engineering, building and public improvement inspections, and code compliance.

Programs:

Development Support provides oversight and administration of the Development Services Department and implementation of Council policies.

Planning creates, preserves, and enhances the quality of the City's natural and built environments through implementation of the General Plan, zoning ordinance, adopted specific plans, Local Coastal Plan, the coastal zoning ordinance, and other State legislative requirements.

Building and Engineering ensures the safety of new buildings and related infrastructure by verifying compliance with California Building codes, State Laws, disabled access, energy conservation, green building standards, fire prevention, storm water quality, and Public Works design criteria.

Code Compliance provides community-based, solution-oriented enforcement to maintain clean, safe, prosperous, and attractive neighborhoods.

Accomplishments – FY 2016-2017:

- Adopted plans, studies, and ordinances including:
 - Housing Element (100% by 2nd Quarter)
 - EV permitting (100% by 1st Quarter)
 - All Affordable Opportunity Housing Program (100% by 2nd Quarter)
 - Density Bonus (100% by 2nd Quarter)
 - 2nd Unit Ordinance (100% by 2nd Quarter)
 - CEQA Threshold and Guidelines (100% by 4th Quarter)
 - 2016 Building Standards Code Adoption Ordinance (100% 2nd Quarter).
- Enhanced online permit services and refined online permit status process.
- Provided high quality building plan reviews within established turnaround times:

- o Express plans - 85% within 5 working days
- o Tenant Improvements - 70% within 20 working days
- o New Commercial/Industrial/Multi-family - 80% within 25 working days
- Provide 85% of engineering site/grading plan reviews within 25 working days.
- For the Building Division met goal to provide 60% of customer wait times of less than 20 minutes.
- For the Building Division met goal to provide 90% of building inspection services within 24 hours of inspection request.
- Improved the percentage of Code Compliance complaints resolved within 30 days from 38% to 43%.
- Expanded the Code Compliance CDBG focus areas to include the Colonia and Rose Park neighborhoods.
- Reduced the number of properties placed on the County Property Tax as liens for abatement costs from 53 in 2015 to 12 in 2016.
- Code Compliance achieved 100% voluntary compliance by owners for weed abatement of the 400+ vacant properties.

City Council Strategic Priority Areas:

Some of the programs listed in this Department help to implement the City Council's Strategic Priority Areas, specifically:

Economic Development

Goal 2 - Enhance business development throughout the City.

- 2.a. - Develop a strong citywide economy which attracts investments, increases the tax base, creates employment opportunities, and generates public revenue.
 - o 2.a.1. - Update industrial zoning code sections to address current needs.
 - o 2.a.2. - Update the temporary use zoning code and related procedures.
 - o 2.a.3. - Create and implement vacation rental regulations and related procedures.

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

- 4.a. - Streamline internal process to ensure government efficiencies.
 - o 4.a.1. - Establish and track building permit plan check turnaround times for all divisions'

involved in the process.

- 4.a.2. - Establish and track planning permit processing timelines.
- 4.a.5. - Update customer handouts and create “how-to” videos for frequently asked questions related to Service Center activities.
- 4.a.6. - Update City’s Temporary Use Permit (TUP) process.

Goal 5 - Revitalize Oxnard’s downtown and pursue economic development opportunities.

- 5.a. - Develop a vision and plan (with timelines) for downtown revitalization to create a vibrant center for our community, emphasizing cultural arts, diversity, and historic assets.
 - 5.a. 3 - Update central business district zoning code, including but not limited to: parking, signage, design guidelines, uses, and permit procedures.

Quality of Life

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

- 1.e. - Develop a rental inspection program.
 - 1.e.1. - Conduct a study session at City Council to determine the goals and objectives of a program.
 - 1.e.3. - Develop and implement a self-verification survey for property owners/managers.
 - 1.e.4. - Develop a pilot rental inspection program.

Infrastructure and Natural Resources

Goal 5 - Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.

- 5.a. - Develop and implement a sustainability program.
 - 5.a.3. - Partner with the Nature Conservancy and Coastal Conservancy to develop the Ormond Beach Wetlands Restoration Plan with a long-term vision to attract tourism and protect environmental resources.
 - 5. b. 2 - Update our local coastal plan (LCP) to provide orderly and long range conservation and management of our coastal resources.

Core Functions:

The Core Functions and Goals and Objectives for the Development Services Department are:

Function 1 - Quality Service Delivery

- Provide high quality building plan reviews within established turnaround times:
 - Express plans - 85% within 5 working days
 - Tenant Improvements - 75% within 20 working days
 - New Commercial/Industrial/Multi-family - 75% within 25 working days
- Provide 85% of engineering site/grading plan reviews within 25 working days.
- Provide 90% of building inspection services within 24 hours of inspection request.

Function 2 - Full-Service Planning for the City of Oxnard – *Planning Division*

- Organize, advertise, and staff monthly Community Workshops, Planning Commission, and Downtown Design Review Committee meetings.
- Adopt Plans, Studies, Draft ordinances, policies, general plan and zone text amendments:
 - Mid-cycle Housing Element update (100% by 2nd Quarter)
 - Update of Housing Related Ordinances (100% by 3rd Quarter)
 - Local Coastal Plan (50% by 4th Quarter) - Strategic priority
 - Short-term rentals (100% by 3rd Quarter) - Strategic Priority
 - Industrial zoning code update (100% by 3rd Quarter) - Strategic Priority
 - Ormond Beach Strategic Plan (75% by 3rd Quarter) - Strategic Priority
 - Temporary Use Permit Update (100% by 3rd Quarter) - Strategic Priority
 - Marijuana Ordinance as support for commercial dispensaries (100% by 3rd Quarter)
 - Downtown Parking Management Plan (2nd Quarter) - Strategic Priority
 - Downtown land use policies and design guidelines (4th Quarter) - Strategic Priority

Function 3 – Provide community-based, solution-oriented enforcement to maintain clean, safe, prosperous, and attractive neighborhoods – *Code Compliance Division*

- Improve the percentage of Code Compliance complaints resolved within 30 days from 60% to 65%.
- Increase the percentage of self-initiated pro-active Code Compliance investigations by 5%.
- Adopt a Rental Property Inspection Program (3rd Quarter)
 - Obtain funding, a position, and hire a Rental Property Inspector to initiate the program (4th Quarter)

Quantitative and Qualitative Performance Measures:

	FY 2015- 2016	FY 2016- 2017 Goal	FY 2016- 2017 Projected	FY 2017- 2018 Goal
Building Division counter customers served within 20 minutes	56%	60%	50%	55%
Planning Division counter customers served within 20minutes	80%	80%	77%	75%
Percentage of New Commercial/Industrial/Multi-family Building plan reviews completed within established time frames	70%	80%	69%	75%
Engineering site plans reviewed within established time frames	82%	85%	82%	85%
Building inspection requests meeting next-day response	90%	95%	98%	90%
Code compliance inspections conducted monthly per inspector	119	135	135	145
Self-initiated code compliance cases monthly	24%	30%	50%	55%
Positive responses on the Service Center Customer Survey	0%	75%	85%	80%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
DEVELOPMENT SUPPORT				
Administrative Technician	1.00	1.00	1.00	1.00
Development Services Director	0.50	0.50	0.50	1.00
Management Analyst III	1.00	1.00	1.00	1.00
Total FTE	2.50	2.50	2.50	3.00
BUILDING & ENGINEERING				
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Administrative Secretary III	1.00	1.00	1.00	1.00
Assistant Traffic Engineer	1.00	1.00	1.00	1.00
Building Inspector I/II	4.00	4.00	4.00	5.00
Civil Engineer	1.00	1.00	1.00	1.00
Construction Inspector I/II	2.00	2.00	2.00	3.00
Data Entry Operator I/II	1.00	1.00	1.00	1.00
Deputy Building Official	2.00	2.00	2.00	2.00
Development Services Director	0.50	0.50	0.50	-
Electrical Inspector	1.00	1.00	1.00	1.00
Junior Civil Engineer	3.00	3.00	3.00	3.00
Office Assistant I/II	2.00	2.00	3.00	4.00
Permit Technician	2.00	2.00	2.00	2.00
Permit Coordinator	-	-	1.00	1.00
Plans Examiner I/II	1.00	1.00	1.00	1.00
Project Manager	0.25	0.25	-	-
Senior Construction Inspector	1.00	1.00	1.00	1.00
Supervising Building Inspector	1.00	1.00	1.00	1.00
Supervising Civil Engineer	1.00	1.00	1.00	1.00
Total FTE	25.75	25.75	27.50	30.00
CODE COMPLIANCE				
Administrative Secretary III	1.00	1.00	1.00	1.00
Code Compliance Inspector I/II	6.00	7.00	7.00	7.00
Code Compliance Manager	1.00	1.00	1.00	1.00
Senior Code Compliance Inspector	1.00	1.00	1.00	1.00
Total FTE	9.00	10.00	10.00	10.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
PLANNING				
Administrative Secretary III	1.00	1.00	1.00	1.00
Assistant Planner	2.00	2.00	2.00	2.00
Associate Planner	2.00	2.00	2.00	3.00
Drafting/Graphics Technician I/II	1.00	1.00	1.00	1.00
Planning and Environmental Services Manager	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
Total FTE	9.00	9.00	9.00	10.00
TRAFFIC ENGINEERING & OPERATIONS				
Associate Traffic Design Engineer	1.00	-	-	-
Traffic Engineer	1.00	-	-	-
Traffic Signal Repairer I/II	2.00	-	-	-
Traffic Signal Technician	1.00	-	-	-
Total FTE	5.00	0.00	0.00	0.00
TRANSIT SERVICES*				
Project Manager	0.75	0.75	-	-
Total FTE	0.75	0.75	0.00	0.00
DEVELOPMENT SERVICES TOTAL	52.00	48.00	49.00	53.00

* Transferred to Public Works in FY16-17

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
DEVELOPMENT SERVICES				
4101-PLANNING	1,918,412	1,550,639	2,048,300	1,685,972
4301-BUILDING AND ENGINEERING	4,011,901	4,182,060	4,197,060	4,366,657
4305-CODE COMPLIANCE	721,152	987,478	987,478	972,749
4501-DEVELOPMENT SUPPORT	612,521	731,806	731,806	945,511
DEVELOPMENT SERVICES Total	7,263,986	7,451,983	7,964,644	7,970,889
101-GENERAL FUND Total	7,263,986	7,451,983	7,964,644	7,970,889
118-AIR POLLUTION BUYDOWN FEE				
DEVELOPMENT SERVICES				
3109-CAPITAL IMPROVEMENTS	231,781	-	693,266	-
3125-CAPITAL IMPROVEMENTS	22,053	-	401,729	-
3167-CAPITAL IMPROVEMENTS	(290)	-	-	-
9718-CAPITAL IMPROVEMENTS	4,199	-	-	-
9920-CAPITAL IMPROVEMENTS	7,095	-	-	-
DEVELOPMENT SERVICES Total	264,838	-	1,094,995	-
118-AIR POLLUTION BUYDOWN FEE Total	264,838	-	1,094,995	-
181-STATE GAS TAX				
DEVELOPMENT SERVICES				
9718-CAPITAL IMPROVEMENTS	105,778	-	37,441	-
DEVELOPMENT SERVICES Total	105,778	-	37,441	-
181-STATE GAS TAX Total	105,778	-	37,441	-
182-TRAFFIC SAFETY FUND				
DEVELOPMENT SERVICES				
3125-CAPITAL IMPROVEMENTS	166,630	-	166,630	-
DEVELOPMENT SERVICES Total	166,630	-	166,630	-
182-TRAFFIC SAFETY FUND Total	166,630	-	166,630	-
210-TRANSPORTATION GRNT-STATE				
DEVELOPMENT SERVICES				
9920-CAPITAL IMPROVEMENTS	64,944	-	-	-
DEVELOPMENT SERVICES Total	64,944	-	-	-
210-TRANSPORTATION GRNT-STATE Total	64,944	-	-	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
212-TDA/LTF8-CIP FUND-99400a				
DEVELOPMENT SERVICES				
9718-CAPITAL IMPROVEMENTS	159,873	-	6,246	-
DEVELOPMENT SERVICES Total	159,873	-	6,246	-
212-TDA/LTF8-CIP FUND-99400a Total	159,873	-	6,246	-
213-TDA/LTF4-TRANS.FND-99400c				
DEVELOPMENT SERVICES				
3110-TRANSIT SERVICES	471,074	518,543	566,043	542,625
3125-CAPITAL IMPROVEMENTS	119,593	-	193,221	-
3165-CAPITAL IMPROVEMENTS	286,584	-	-	-
DEVELOPMENT SERVICES Total	877,251	518,543	759,264	542,625
213-TDA/LTF4-TRANS.FND-99400c Total	877,251	518,543	759,264	542,625
214-TDA/LTF3-BI/PED FND-99234				
DEVELOPMENT SERVICES				
3109-CAPITAL IMPROVEMENTS	-	-	16,403	-
3125-CAPITAL IMPROVEMENTS	20,000	-	348,352	-
3167-CAPITAL IMPROVEMENTS	-	-	39,607	835
DEVELOPMENT SERVICES Total	20,000	-	404,362	835
214-TDA/LTF3-BI/PED FND-99234 Total	20,000	-	404,362	835
219-STATE/LOCAL-MY GRANTS				
DEVELOPMENT SERVICES				
4121-PLANNING	40,000	-	13,146	-
4122-PLANNING	110,000	-	42,721	-
9718-CAPITAL IMPROVEMENTS	-	-	6,532	-
DEVELOPMENT SERVICES Total	150,000	-	62,399	-
219-STATE/LOCAL-MY GRANTS Total	150,000	-	62,399	-
265-TEA-XXI-1998 GRANT				
DEVELOPMENT SERVICES				
3167-CAPITAL IMPROVEMENTS	-	-	-	-
9718-CAPITAL IMPROVEMENTS	51,913	-	-	-
DEVELOPMENT SERVICES Total	51,913	-	-	-
265-TEA-XXI-1998 GRANT Total	51,913	-	-	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
275-FED.TRANSPORT. MY GRANTS				
DEVELOPMENT SERVICES				
3080-CAPITAL IMPROVEMENTS	5,214	-	903,292	-
3109-CAPITAL IMPROVEMENTS	336,591	-	1,035,805	-
3125-CAPITAL IMPROVEMENTS	275,883	-	155,432	-
3167-CAPITAL IMPROVEMENTS	701	-	-	-
9718-CAPITAL IMPROVEMENTS	226	-	-	-
DEVELOPMENT SERVICES Total	618,615	-	2,094,529	-
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275-FED.TRANSPORT. MY GRANTS Total	618,615	-	2,094,529	-
<hr/>				
285-CDBG ENTITLEMENT				
DEVELOPMENT SERVICES				
4305-CODE COMPLIANCE	200,000	200,000	200,000	200,000
DEVELOPMENT SERVICES Total	200,000	200,000	200,000	200,000
<hr/>				
285-CDBG ENTITLEMENT Total	200,000	200,000	200,000	200,000
<hr/>				
301-CAPITAL OUTLAY FUND				
DEVELOPMENT SERVICES				
3410-CAPITAL IMPROVEMENTS	469,680	-	-	-
DEVELOPMENT SERVICES Total	469,680	-	-	-
<hr/>				
301-CAPITAL OUTLAY FUND Total	469,680	-	-	-
<hr/>				
308-CAP.PROJ.-RICE/101 A/DIST				
DEVELOPMENT SERVICES				
9718-CAPITAL IMPROVEMENTS	-	-	1,650	-
DEVELOPMENT SERVICES Total	-	-	1,650	-
<hr/>				
308-CAP.PROJ.-RICE/101 A/DIST Total	-	-	1,650	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
353-STORM DRAIN FACILITY FEE				
DEVELOPMENT SERVICES				
4301-BUILDING AND ENGINEERING	123,392	24,373	24,373	16,507
DEVELOPMENT SERVICES Total	123,392	24,373	24,373	16,507
353-STORM DRAIN FACILITY FEE Total	123,392	24,373	24,373	16,507
354-CIRCULATION SYS.IMPR.FEES				
DEVELOPMENT SERVICES				
3080-CAPITAL IMPROVEMENTS	1,594	-	324,250	-
3109-CAPITAL IMPROVEMENTS	43,999	-	138,508	-
3410-CAPITAL IMPROVEMENTS	132,604	-	318,025	-
4301-BUILDING AND ENGINEERING	685,460	1,109,305	1,109,305	473,724
9718-CAPITAL IMPROVEMENTS	633,645	-	25,915	-
9740-CAPITAL IMPROVEMENTS	15,631	-	-	-
9923-CAPITAL IMPROVEMENTS	-	-	80,565	-
DEVELOPMENT SERVICES Total	1,512,933	1,109,305	1,996,568	473,724
354-CIRCULATION SYS.IMPR.FEES Total	1,512,933	1,109,305	1,996,568	473,724
DEVELOPMENT SERVICE Grand Total	12,049,833	9,304,204	14,813,101	9,204,580

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
DEVELOPMENT SERVICES				
1-PERSONNEL	5,460,093	5,401,765	5,416,765	5,994,521
2-OTHER O&M EXPENSE	1,803,893	2,050,218	2,547,879	1,953,868
4-CAPITAL OUTLAY	-	-	-	22,500
DEVELOPMENT SERVICES Total	7,263,986	7,451,983	7,964,644	7,970,889
101-GENERAL FUND Total	7,263,986	7,451,983	7,964,644	7,970,889
118-AIR POLLUTION BUYDOWN FEE				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	49,047	-	642,215	-
4-CAPITAL OUTLAY	215,791	-	445,380	-
5-TRANSFERS OUT	-	-	7,400	-
DEVELOPMENT SERVICES Total	264,838	-	1,094,995	-
118-AIR POLLUTION BUYDOWN FEE Total	264,838	-	1,094,995	-
181-STATE GAS TAX				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	76,441	-	4,762	-
4-CAPITAL OUTLAY	29,337	-	32,679	-
DEVELOPMENT SERVICES Total	105,778	-	37,441	-
181-STATE GAS TAX Total	105,778	-	37,441	-
182-TRAFFIC SAFETY FUND				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	42,017	-	42,017	-
4-CAPITAL OUTLAY	119,653	-	119,653	-
5-TRANSFERS OUT	4,960	-	4,960	-
DEVELOPMENT SERVICES Total	166,630	-	166,630	-
182-TRAFFIC SAFETY FUND Total	166,630	-	166,630	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
210-TRANSPORTATION GRNT-STATE				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	64,944	-	-	-
DEVELOPMENT SERVICES Total	64,944	-	-	-
210-TRANSPORTATION GRNT-STATE Total	64,944	-	-	-
212-TDA/LTF8-CIP FUND-99400a				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	-	-	-	-
4-CAPITAL OUTLAY	159,873	-	6,246	-
DEVELOPMENT SERVICES Total	159,873	-	6,246	-
212-TDA/LTF8-CIP FUND-99400a Total	159,873	-	6,246	-
213-TDA/LTF4-TRANS.FND-99400c				
DEVELOPMENT SERVICES				
1-PERSONNEL	-	-	-	-
2-OTHER O&M EXPENSE	476,418	518,543	694,231	542,625
4-CAPITAL OUTLAY	400,833	-	65,033	-
DEVELOPMENT SERVICES Total	877,251	518,543	759,264	542,625
213-TDA/LTF4-TRANS.FND-99400c Total	877,251	518,543	759,264	542,625
214-TDA/LTF3-BI/PED FND-99234				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	20,000	-	85,485	835
4-CAPITAL OUTLAY	-	-	318,877	-
DEVELOPMENT SERVICES Total	20,000	-	404,362	835
214-TDA/LTF3-BI/PED FND-99234 Total	20,000	-	404,362	835
219-STATE/LOCAL-MY GRANTS				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	150,000	-	62,399	-
DEVELOPMENT SERVICES Total	150,000	-	62,399	-
219-STATE/LOCAL-MY GRANTS Total	150,000	-	62,399	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
265-TEA-XXI-1998 GRANT				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	50,109	-	-	-
4-CAPITAL OUTLAY	1,804	-	-	-
5-TRANSFERS OUT	-	-	-	-
DEVELOPMENT SERVICES Total	51,913	-	-	-
265-TEA-XXI-1998 GRANT Total	51,913	-	-	-
275-FED.TRANSPORT. MY GRANTS				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	445,046	-	1,167,335	-
4-CAPITAL OUTLAY	173,569	-	927,194	-
DEVELOPMENT SERVICES Total	618,615	-	2,094,529	-
275-FED.TRANSPORT. MY GRANTS Total	618,615	-	2,094,529	-
285-CDBG ENTITLEMENT				
DEVELOPMENT SERVICES				
1-PERSONNEL	200,000	192,600	192,600	190,632
2-OTHER O&M EXPENSE	-	7,400	7,400	9,368
DEVELOPMENT SERVICES Total	200,000	200,000	200,000	200,000
285-CDBG ENTITLEMENT Total	200,000	200,000	200,000	200,000
301-CAPITAL OUTLAY FUND				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	469,680	-	-	-
4-CAPITAL OUTLAY	-	-	-	-
DEVELOPMENT SERVICES Total	469,680	-	-	-
301-CAPITAL OUTLAY FUND Total	469,680	-	-	-
308-CAP.PROJ.-RICE/101 A/DIST				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	-	-	-	-
4-CAPITAL OUTLAY	-	-	1,650	-
DEVELOPMENT SERVICES Total	-	-	1,650	-
308-CAP.PROJ.-RICE/101 A/DIST Total	-	-	1,650	-

EXPENDITURES BYTYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
353-STORM DRAIN FACILITY FEE				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	123,392	24,373	24,373	16,507
DEVELOPMENT SERVICES Total	123,392	24,373	24,373	16,507
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353-STORM DRAIN FACILITY FEE Total	123,392	24,373	24,373	16,507
<hr/>				
354-CIRCULATION SYS.IMPR.FEES				
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	987,771	1,109,305	1,672,318	473,724
4-CAPITAL OUTLAY	525,162	-	324,250	-
DEVELOPMENT SERVICES Total	1,512,933	1,109,305	1,996,568	473,724
<hr/>				
354-CIRCULATION SYS.IMPR.FEES Total	1,512,933	1,109,305	1,996,568	473,724
<hr/>				
DEVELOPMENT SERVICES Grand Total	12,049,833	9,304,204	14,813,101	9,204,580

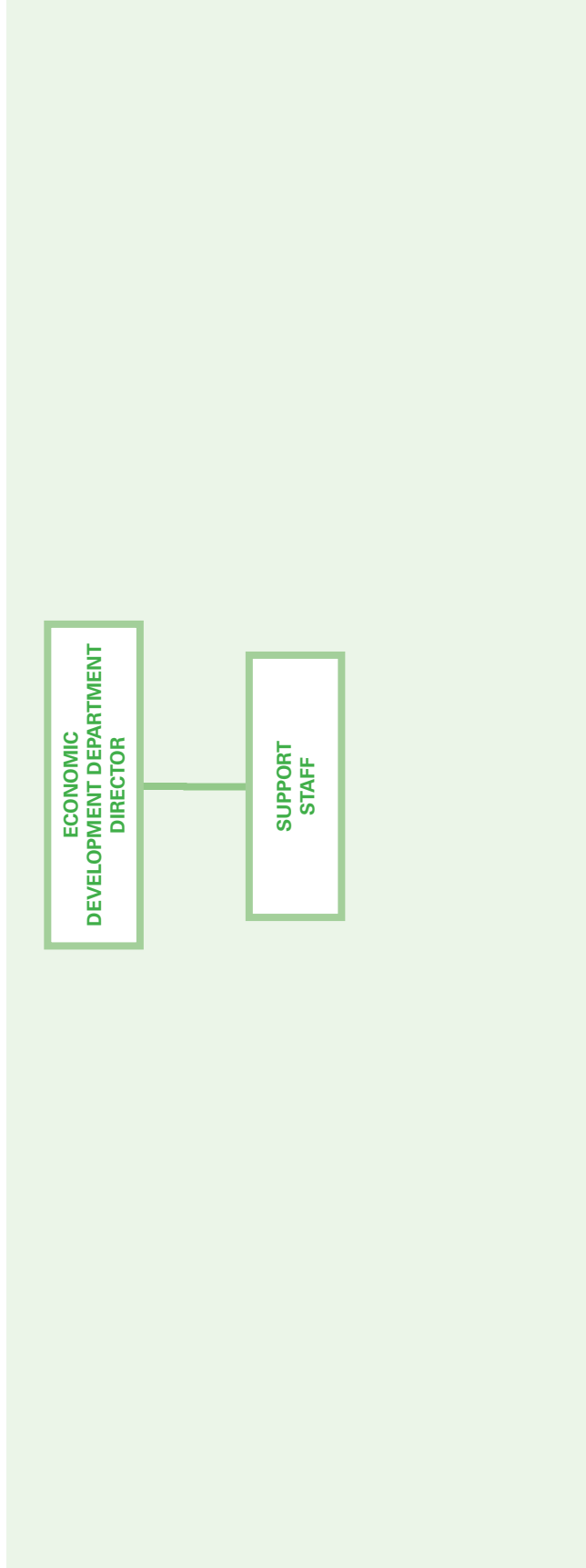
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FY 2017-18
Proposed Budget

Economic Development Department



Economic Development Department



Economic Development Department

Mission:

The Economic Development Department ensures the successful completion of unique and meaningful revitalization projects that promote and stimulate City pride and invigorates the City economically, physically, aesthetically, and socially.

Programs:

Economic Development promotes development of a strong and diversified economy through a comprehensive Economic Development Plan that: (i) unifies the collaborative efforts of key stakeholders and community partners; (ii) capitalizes upon the community's economic base and development potential; (iii) recognizes industry trends and establishes realistic business retention/attraction targets; (iv) identifies business assistance and public infrastructure needs; (v) interfaces with the County and EDC-VC to facilitate the City's economic development goals; (vi) engages the support of the Convention and Visitors Bureau to promote leisure and business travel, and to promote leisure and business travel to effectively impact the City's transient occupancy and sales tax (vi) supports other critically important community objectives including; public health and safety, social services, and environmental quality.

Downtown Revitalization provides and manages revitalization efforts expressly geared to improving Downtown including: (i) coordination of stakeholder organizations in the delivery of goods and services in a cohesive and mutually supportive fashion; (ii) development and implementation of programs to improve the outward appearance and economic vitality of targeted properties; (iii) cultivation of new revenue sources and economic development tools to sustain revitalization efforts and backfill former redevelopment authority; (iv) hosts the Heritage Square Summer Concerts Series as a way to bring people to Downtown Oxnard; and (v) leverage disposition of former redevelopment properties to maximum physical and economic impact.

Redevelopment Dissolution implements the statutory requirements of AB X1 26 in winding down redevelopment activities of the former Community Development Commission ("CDC") including: (i) staff support to the Successor Agency, Oversight Board, and Successor Housing Entity; (ii) disposition of real property assets in accordance with a State-approved Long-Range Property Management Plan; (iii) report preparation and interface with the State Department of Finance ("DoF") on the allocation of tax increment trust funds; and (iv) management of recognized obligations and completion of on-going redevelopment projects.

Heritage Square Facilities Rental Program oversees the rental of this very unique venue for public and private events. The Department is responsible for booking weddings, wedding receptions, social affairs and community fundraisers held at Heirtage Square. Available for rental is the Main Plaza, the Rose Garden, the Courtyard and the Chapel. The Chapel is a Ventura County Historical Landmark that was built in 1906 and is also available for self-viewing or a site tour.

Accomplishments – FY 2016-17:

Economic Development

- Oversaw the development of the Economic Development Business Strategic Priority Plan and presented the Plan for City Council’s approval.
- Created a Request for Proposal seeking assistance from economic development companies to assist with the development of an economic development plan to address issues specific to the Oxnard economy.
- Agreement in place between City and RiverPark developer to begin construction on or before December 31, 2018 of a high quality, select service hotel. The developer also agreed to develop a second hotel consisting of approximately 100-150 rooms by December 31, 2024.
- In conjunction with the Sixth Amendment to the RiverPark Owner Participation Agreement, the Developer provided City with \$20,000 to be used towards a feasibility study for a trolley service, or to support a Downtown Arts program.
- Commenced developing a webpage to include a list of commercial, industrial, and retail vacancies citywide to aid companies searching for new locations within the city.
- Working with the Economic Development Collaborative of Ventura County (EDC-VC) and the Chamber of Commerce to promote existing mentoring/consulting programs for small businesses.
- Met with Aldi Grocery store to support their desire to bring the grocery chain to the City of Oxnard.
- Economic Development Director is working with Governor’s office on the “GoBiz” program in recruiting manufacturing industries to Oxnard.

Downtown Revitalization

- In January 2016, a meeting lead by the Congress for the New Urbanism (“CNU”), and coordinated by Staff, to help craft a vision for Downtown.
- May 2016 oversaw the development of CNU’s Downtown Vision Plan as a blueprint for revitalizing Downtown Oxnard.
- In July 2016, hosted a Downtown Vision Plan Community Meeting.
- Downtown Capital Improvement Projects (“CIP”) Survey was presented and opened to the public.
- Staff presented the CNU Downtown Vision Plan (“Plan”) for City Council Consideration. The Plan was approved by the City Council in October 2016.
- City Council approved of the Three-Year Implementation Plan for the Downtown Vision Plan in December 2016. The Three-Year Implementation Plan provides direction on revitalization activities and priorities.
- On January 31, 2017, City Council received a report on Downtown Capital Improvement Projects which laid out an implementation strategy for the programming of \$6.15 million dollars in Settlement Funds to benefit the downtown.

Redevelopment Dissolution

- Received approval from the State Department of Finance for the transfer of 38 government-use properties, from the Successor Agency to the City. All parcels were successful transferred including the Historic Church and the visitor’s center at Heritage Square.

- Real estate proposals were sent out for the disposition of two Successor Agency-owned properties at 720 South B Street and 740 South B Street in the historic Heritage Square. The City Council approved the proposals.
- Created a current list of City and Successor Agency assets available for disposition or for disposition and development.
- Approximately 13.06 acres of Successor Agency owned land in Ormond Beach was sold to the Nature Conservancy.

Heritage Square

- Successfully hosted the City's 24th Annual Summer Concert Series generating on average 400 attendees per concert.
- Booked over 100 events at the Square, including concerts, weddings, receptions and other events.
- Showcased the Square to several media outlet to gain exposure to the Square's unique venue potential.
- Celebrated the Square's 25 Year history with the Docent program.
- Began the preparations for the Summer Concerts 25th year at the Square.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas, specifically:

Economic Development

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

Goal 2 - Enhance business development throughout the City.

Goal 3 - Enhance business retention and attraction.

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

Goal 5 - Revitalize Oxnard's downtown and pursue economic development opportunities.

Core Functions

Function 1 - Work directly with businesses, real estate professionals and relevant stakeholders to help facilitate business development, investment and the site selection process in the City.

Function 2 - Assist potential businesses in meeting with appropriate departments and staff as they locate their facilities to Oxnard.

Function 3 - Promote the city and its locations to the Film Industry and provide assistance to Film Location Scouts.

Function 4 - Support the needs and interests of existing business in order to continue their business contribution to the community.

Function 5 - Identify expansion or diversification interests of existing business and facilitate activities that assist in the further development of these businesses.

Function 6 - Attract new investment in specific economic sectors and support business start-ups to create new growth for Mackenzie County.

Quantitative and Qualitative Performance Measures:

	FY 2015-2016 Actual	FY 2016-2017 Goal	FY 2016-2017 Projected	FY 2017-2018 Goal
Complete a webpage to list Successor Agency assets available for disposition	30%	100%	100%	Completed
Number of businesses visited in Business Outreach Program with the Chamber	7	14	14	18
Percentage of Downtown Vision Plan complete	25%	100%	100%	Completed
Percentage complete of a Strategic Action Plan for programming \$6.150M in Downtown Settlement funds	25%	40%	50%	65%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
ECONOMIC DEVELOPMENT				
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Secretary III	1.00	1.00	1.00	1.00
Economic Development Director	1.00	1.00	1.00	1.00
Project Manager	-	1.00	1.00	1.00
Total FTE	3.00	4.00	4.00	4.00
ECONOMIC DEVELOPMENT TOTAL				
	3.00	4.00	4.00	4.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
ECONOMIC COMMUNITY DEVELOPMENT				
4103-SPECIAL PROJECTS/CDC OPERATIONS	3,845	3,593	3,593	3,593
4201-CONVENTION AND VISITORS BUREAU	635,236	635,236	635,236	635,236
4202-ECONOMIC DEVELOPMENT	151,088	151,088	151,088	17,738
5101-SPECIAL PROJECTS/CDC OPERATIONS	-	1,700	1,700	-
8100-SPECIAL PROJECTS/CDC OPERATIONS	325,183	705,896	705,896	581,238
8210-SPECIAL PROJECTS/CDC OPERATIONS	56,956	56,956	288,956	229,306
ECONOMIC COMMUNITY DEVELOPMENT Total	1,172,308	1,554,469	1,786,469	1,467,111
101-GENERAL FUND Total	1,172,308	1,554,469	1,786,469	1,467,111
301-CAPITAL OUTLAY FUND				
ECONOMIC COMMUNITY DEVELOPMENT				
9718-CAPITAL IMPROVEMENTS	-	-	535,600	-
ECONOMIC COMMUNITY DEVELOPMENT Total	-	-	535,600	-
301-CAPITAL OUTLAY FUND Total	-	-	535,600	-
301-CAPITAL OUTLAY FUND				
ECONOMIC COMMUNITY DEVELOPMENT				
9718-CAPITAL IMPROVEMENTS	-	-	535,600	-
ECONOMIC COMMUNITY DEVELOPMENT Total	-	-	535,600	-
301-CAPITAL OUTLAY FUND Total	-	-	535,600	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
481-CITY-DOWNTOWN IMPROVEMENT				
ECONOMIC COMMUNITY DEVELOPMENT				
8810-DOWNTOWN IMPROVEMENT PROG	18,295	-	171,000	101,458
8820-DOWNTOWN THEATER UPGRADE	-	-	-	61,000
ECONOMIC COMMUNITY DEVELOPMENT Total	18,295	-	171,000	162,458
481-CITY-DOWNTOWN IMPROVEMENT Total	18,295	-	171,000	162,458
ECONOMIC DEVELOPMENT Grand Total	1,190,603	1,554,469	2,493,069	1,629,569

EXPENDITURES BY TYPE BY FUND

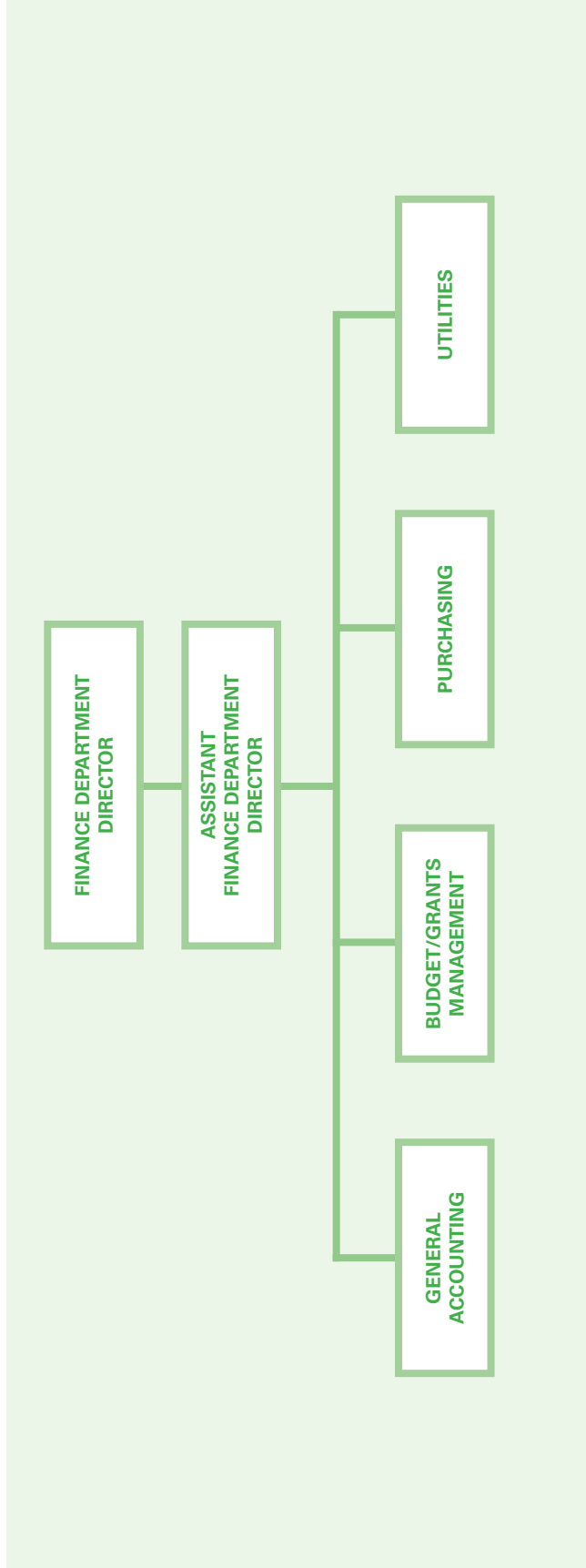
	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
ECONOMIC COMMUNITY DEVELOPMENT				
1-PERSONNEL	230,571	601,856	601,856	532,157
2-OTHER O&M EXPENSE	941,737	952,613	1,184,613	934,954
ECONOMIC COMMUNITY DEVELOPMENT Total	1,172,308	1,554,469	1,786,469	1,467,111
101-GENERAL FUND Total	1,172,308	1,554,469	1,786,469	1,467,111
301-CAPITAL OUTLAY FUND				
ECONOMIC COMMUNITY DEVELOPMENT				
2-OTHER O&M EXPENSE	-	-	535,589	-
4-CAPITAL OUTLAY	-	-	11	-
ECONOMIC COMMUNITY DEVELOPMENT Total	-	-	535,600	-
301-CAPITAL OUTLAY FUND Total	-	-	535,600	-
481-CITY-DOWNTOWN IMPROVEMENT				
ECONOMIC COMMUNITY DEVELOPMENT				
1-PERSONNEL	-	-	41,000	101,458
2-OTHER O&M EXPENSE	18,295	-	130,000	61,000
ECONOMIC COMMUNITY DEVELOPMENT Total	18,295	-	171,000	162,458
481-CITY-DOWNTOWN IMPROVEMENT Total	18,295	-	171,000	162,458
ECONOMIC DEVELOPMENT Grand Total	1,190,603	1,554,469	2,493,069	1,629,569

FY 2017-18
Proposed Budget

Finance Department



Finance Department



Finance Department

Mission:

With excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear, and concise information to the City Council, City Manager, City Departments, and the Citizens of Oxnard. As financial stewards of the City, the Finance Department is dedicated to managing the City's resources in a fiscally responsible and conservative manner, while maintaining an exemplary level of customer service.

Programs:

Budget Division provides support to the City Manager's Office and other City departments in all aspects of budget development, administration, monitoring and reporting, and prepares budget documents for the adopted budget for both operating and capital improvement programs.

Purchasing Division supports City departments in the procurement of goods and services, and provides assistance on bidding procedures and requirements, vendor sources, estimated costs of goods and services, proper use of account codes, cooperative purchasing with other public entities, requests for proposals, requests for qualifications, solicitation and evaluation, and the sale of surplus equipment. Purchasing Division also reviews purchases for compliance with City policy and purchasing guidelines. The department will also oversee and review the City's purchasing policy for any necessary updates.

General Accounting Division is responsible for the financial accounting and reporting activities of the City, and prepares the Comprehensive Annual Financial Report (CAFR), coordinates the annual financial audit and audits by outside agencies, and submits the annual State Controller's Report. General Accounting also is responsible for payroll, accounts receivable, accounts payable activities, for debt issuance and administration, and grant administration.

Utilities Division is responsible for managing the budget, accounting functions, and other financial activities of the Enterprise Funds, including Water, Wastewater, and Environmental Resources.

Special Districts Administration is responsible for managing the Landscape Maintenance Districts, and the Community Facility Districts. These districts manage the landscaping and utilities for the geographic areas. The annual property assessment levies are also calculated and transmitted to the County for placement on the property tax rolls.

Accomplishments – FY 2016-17:

- Instrumental in developing and balancing the FY 2016-17 Budget.
- Completed FY 2015-16 financial audit and CAFR by January 31, 2017.
- Worked to update the City's internal cost allocation plan to increase revenues to the City's General Fund.
- Worked to create an updated user fee study to increase revenues to the City.
- Addressed and corrected numerous items in the Citywide Organizational Assessment.

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas; specifically:

Organizational Effectiveness

Goal 1 - Help foster a healthy and accountable corporate foundation by strengthening the support functions of the organization which include Finance.

- 1.a. Ensure the 128 recommendations outlined in the organizational assessment are implemented through the 3 phased implementation action plans adopted by Council in July, 2015, and provide periodic reports to Council on the status of the implementation plans.
- 1.b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law, and that Council policy is adhered to.
- 1.c. Develop written procedures to address internal control recommendations from Auditor.

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

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

Core Functions:

Function 1 –To retain and develop quality staff.

- Provide educational/work-related training, cross training and mentorships.
- Evaluate employee performance annually.
- Recognize individual staff and departmental accomplishments.
- Assist staff with meeting both short and long-term goals.

Function 2 – To prepare and monitor City budget.

- Assist and support departments in developing a balanced budget that will achieve their goals and objectives.
- Monitor and update budget status through reporting on a monthly basis, ensuring budgetary limits are maintained.

Function 3 – To maintain accurate accounting records and file timely reports.

- Manage the City's financial operations in accordance with established policies and procedures.
- Coordinate the annual financial audit.
- Prepare the Comprehensive Annual Financial Report, along with other required reporting.
- Submit CAFR to GFOA for consideration of award of excellence in financial reporting by required deadline.

Quantitative and Qualitative Performance Measures:

	FY 2015-2016	FY 2016-2017 Goal	FY 2016-2017 Projected	FY 2017-2018 Goal
Monthly Reports Posted Online	XX%	100%	100%	100%
Balanced Budget Proposed to Council	100%	100%	100%	100%
Completion of CAFR by Dec. 31	Jan. 31	Dec. 31	Dec. 31	Dec. 31
Grant Reimbursements Requested within XX days of completion of grant	XX%	80%	XX%	100%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
FINANCE ADMINISTRATION				
Assistant Chief Financial Officer	1.00	2.00	2.00	1.00
Chief Financial Officer	1.00	1.00	1.00	1.00
Financial Analyst I/II	-	1.00	-	-
Senior Administrative Secretary (C)	1.00	1.00	1.00	1.00
Total FTE	3.00	5.00	4.00	3.00

GENERAL ACCOUNTING

Account Clerk I/II	1.00	1.00	1.00	1.00
Account Clerk III	2.00	2.00	2.00	2.00
Accountant I	2.00	3.00	3.00	3.00
Accountant II	1.00	1.00	1.00	1.00
Accountant II (C)	-	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Accounting Technician (C)	1.00	1.00	1.00	1.00
Controller	1.00	1.00	1.00	1.00
Financial Analyst I/II	1.00	1.00	2.00	2.00
Management Accountant/Auditor	1.00	1.00	1.00	1.00
Management Analyst III	1.00	1.00	1.00	1.00
Total FTE	13.00	15.00	16.00	16.00

BUDGET

Budget Manager	0.50	1.00	1.00	1.00
Financial Analyst I/II	1.50	2.00	2.00	2.00
Financial Analyst III	-	-	-	1.00
Accounting Technician	-	-	-	1.00
Total FTE	2.00	3.00	3.00	5.00

PURCHASING

Account Clerk I/II	-	-	-	1.00
Buyer	2.00	2.00	2.00	3.00
Financial Analyst III	-	1.00	1.00	-
Mail Clerk	2.00	2.00	2.00	2.00
Purchasing Manager				1.00
Total FTE	4.00	5.00	5.00	7.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
FINANCIAL RESOURCES				
Administrative Technician	1.00	1.00	1.00	-
Financial Analyst I/II	1.00	1.00	1.00	-
Financial Services Manager	1.00	1.00	-	-
Maintenance District Administrator	1.00	1.00	1.00	-
Total FTE	4.00	4.00	3.00	0.00
GRANTS MANAGEMENT				
Accountant I	1.00	-	-	-
Budget Manager	0.50	-	-	-
Financial Analyst I/II	0.50	-	-	-
Total FTE	2.00	0.00	0.00	0.00
SPECIAL DISTRICTS				
Administrative Technician	-	-	-	1.00
Financial Analyst I/II	-	-	-	1.00
Maintenance District Administrator	-	-	-	1.00
Landscape Inspector II	-	-	-	2.00
Parks Maintenance Supervisor	-	-	-	1.00
Project Manager	-	-	-	2.00
Senior Groundswoker	-	-	-	2.00
Total FTE	0.00	0.00	0.00	10.00
UTILITIES FINANCE				
Account Clerk I/II	-	-	-	1.00
Financial Analyst I/II	1.00	1.00	1.00	1.00
Management Analyst I/II	-	-	-	2.00
Utilities Finance Officer	1.00	1.00	1.00	1.00
Total FTE	2.00	2.00	2.00	5.00
FINANCE TOTAL	30.00	34.00	33.00	46.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
FINANCE				
1600-ADMINISTRATION	725,212	1,113,412	1,036,606	1,146,510
1601-GENERAL ACCOUNTING	2,003,034	1,865,925	2,504,168	2,277,184
1602-PURCHASING	256,577	338,121	338,121	503,410
1603-FINANCIAL RESOURCES	317,939	384,449	384,449	129,759
1605-GRANTS MANAGEMENT	257,097	-	-	-
1612-MAIL & COURIER SERVICES	156,435	160,430	160,430	189,575
1616-BUDGET AND CAPITAL IMPROVEMENT PROJECTS	163,425	505,136	432,969	586,740
1606-SPECIAL DISTRICTS	-	-	-	-
FINANCE Total	3,879,719	4,367,473	4,856,743	4,833,178
101-GENERAL FUND Total	3,879,719	4,367,473	4,856,743	4,833,178
172-LMD ADMINISTRATION				
FINANCE				
1606-SPECIAL DISTRICTS	-	-	-	962,021
FINANCE Total	-	-	-	962,021
172-LMD ADMINISTRATION Total	-	-	-	962,021
301-CAPITAL OUTLAY FUND				
FINANCE				
1600-ADMINISTRATION	-	-	340,000	-
FINANCE Total	-	-	340,000	-
301-CAPITAL OUTLAY FUND Total	-	-	340,000	-
701-PUBL LIAB & PROP DAMAGE				
FINANCE				
1603-FINANCIAL RESOURCES	2,973,762	2,935,629	2,935,629	-
FINANCE Total	2,973,762	2,935,629	2,935,629	-
701-PUBL LIAB & PROP DAMAGE Total	2,973,762	2,935,629	2,935,629	-
FINANCE Grand Total	6,853,481	7,303,102	8,132,372	5,795,199

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
FINANCE				
1-PERSONNEL	2,398,530	3,474,620	3,413,520	3,475,557
2-OTHER O&M EXPENSE	1,481,189	892,853	1,433,123	1,357,621
4-CAPITAL OUTLAY	-	-	10,100	-
FINANCE Total	3,879,719	4,367,473	4,856,743	4,833,178
101-GENERAL FUND Total	3,879,719	4,367,473	4,856,743	4,833,178
172-LMD ADMINISTRATION				
FINANCE				
1-PERSONNEL	-	-	-	887,021
2-OTHER O&M EXPENSE	-	-	-	75,000
FINANCE Total	-	-	-	962,021
172-LMD ADMINISTRATION Total	-	-	-	962,021
301-CAPITAL OUTLAY FUND				
FINANCE				
2-OTHER O&M EXPENSE	-	-	260,000	-
4-CAPITAL OUTLAY	-	-	80,000	-
FINANCE Total	-	-	340,000	-
301-CAPITAL OUTLAY FUND Total	-	-	340,000	-
701-PUBL LIAB & PROP DAMAGE				
FINANCE				
1-PERSONNEL	70,819	41,491	41,491	-
2-OTHER O&M EXPENSE	2,902,943	2,894,138	2,894,138	-
FINANCE Total	2,973,762	2,935,629	2,935,629	-
701-PUBL LIAB & PROP DAMAGE Total	2,973,762	2,935,629	2,935,629	-
FINANCE Grand Total	6,853,481	7,303,102	8,132,372	5,795,199

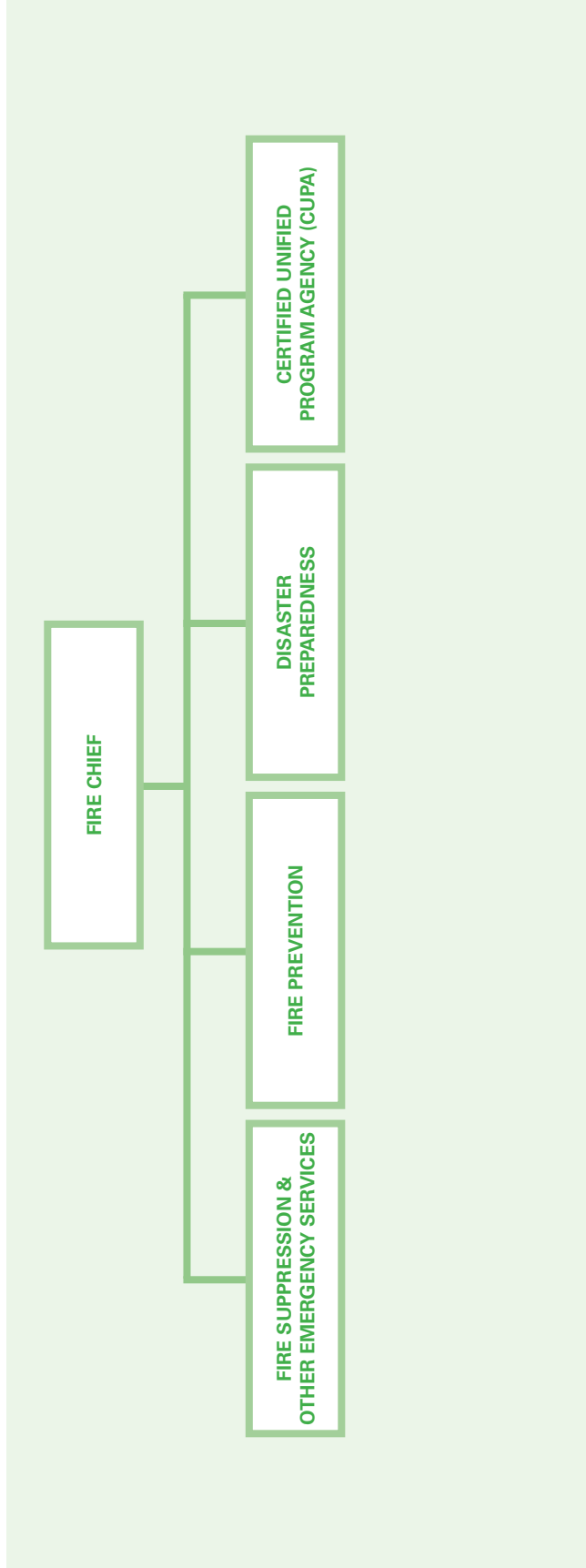
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FY 2017-18
Proposed Budget

Fire Department



Fire Department



Fire Department

Mission:

“The Oxnard Fire Department serves the public and safeguards the community by preventing or minimizing the impact of emergency situations to life, environment, and property by responding to both emergency and non-emergency requests for service.”

Programs:

- Fire Suppression
- Fire Prevention
- Office of Emergency Services
- Certified Unified Program Agency (CUPA)

Accomplishments – FY 2016-2017:

- Responded to **16,721** emergency incidents; resulting in **21,829** separate unit responses.
- Successful transition to Ventura County Fire Department dispatch.
- Provided education on fire prevention and public safety to 80,000 citizens at community events, schools, business presentations, and through radio and television broadcasts. The community outreach included the distribution of 287 bicycle helmets, installation of 80 child safety seats, and the development and distribution of a helmet safety public service announcement.
- Provided emergency preparedness training to over 1,000 residents through four Community Emergency Response Team classes, two large public education events, and more than a dozen presentations to neighborhood councils and schools.
- Completed 1,347 inspections.
- CUPA completed 413 inspections.
- Awarded grant funding in the amount of \$1,029,909 for firefighter survivability training, CERT classes, HAZMAT and USAR equipment and training, replacement station generators, a Battalion Chief Vehicle, and 50% of the salary for an Emergency Services Manager.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Priority Areas; specifically:

Quality of Life:

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

- Goal 1.d. Examine options for long term sustainability of public safety services to ensure an efficient and effective public safety service delivery model.

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

- Goal 3.a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.
- Goal 3.a.2. Focus on using social media to establish a positive outlook and spread positive messages of our City.
- Goal 3.b.2. Foster increased collaboration with neighborhood councils and neighborhood watch programs.
- Goal 3.c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

Core Functions:

Function 1 - Fire Suppression Services

- Provides various emergency responses, including fire suppression to structural and wildland

fires, emergency medical services (EMS), traffic accidents, surf/ocean rescue, abatement of hazardous conditions, urban search and rescue (USAR) incidents, and hazardous materials incidents.

- Member of the Regional Hazardous Materials Response Team, which is a response team comprised of all the fire agencies in Ventura County that handle hazardous materials incidents, and is also a member of California OES Regional USAR Task Force-7.

Function 2 - Fire Prevention

- Provides regulatory oversight for state mandated inspections, new construction, and investigation of fires.
- Responsible for nonmandated inspections.
- Promote public education designed to reduce the number and likelihood of fires.

Function 3 - Office of Emergency Services

- Maintains the city's Emergency Operations Center (EOC).
- Trains EOC staff to ensure compliance with the Standardized Emergency Management System and the National Incident Management System.
- Manages the Community Emergency Response Team and Disaster Service Worker programs, providing emergency preparedness training to city staff, working with outside agencies to improve coordination in times of disaster and providing public education and outreach to community groups.

Function 4 - Certified Unified Program Agency (CUPA)

- Provides regulatory oversight for the following six statewide environmental programs:
 - Hazardous Waste
 - Hazardous Materials Business Plan
 - California Accidental Release Prevention Program
 - Underground Hazardous Materials Storage Tanks
 - Aboveground Petroleum Storage Tanks /
Spill Prevention Control & Countermeasure Plans
 - Onsite Hazardous Waste Treatment / Tiered Permit

- Implements State and Federal laws and regulations, city ordinance code, and local policies. Compliance is achieved through routine and follow-up inspections, educational guidance, and enforcement actions.
- Participates in hazardous materials emergency response, investigation of illegal disposal of hazardous waste and public complaints.

Quantitative and Qualitative Performance Measures:

	FY 2015-2016* Actual	FY 2016-2017* Goal	FY 2016-2017* Projected	FY 2017-2018* Goal
Maintain 100% EMT Certification	100%	100%	100%	100%
Review and return plan checks for correction within 3 weeks of submission	97%	100%	97%	100%
Complete new construction plan check inspections within 48 hours of the date submitted	90%	95%	96%	98%
Complete all re-inspections submitted within 48 hours	90%	95%	92%	98%
Respond to fire code violation complaints immediately if life safety issue is suspected	99%	100%	100%	100%
Provide Community Emergency Response Team training to 100	125 – English	100 – English	100 – English	100 – English

residents	0-Spanish	25 – Spanish	0 – Spanish	
Increase the number of registered community Disaster Workers from 31 to 75	31	75	50	75
Increase the number of residents who are registered to report disaster damage from 67 to 150	67	150	88	125
Provide eight emergency preparedness presentations to community groups	7	8	12	12
Teach sidewalk CPR to 1,000 citizens	250	1,000	40	500
Respond to hazardous materials/hazardous waste complaints within two business days if no immediate threat to public or the environment	80%	90%	90%	90%
Respond to hazardous materials/hazardous waste complaints immediately if threat to public or the environment	100%	100%	100%	100%

**Information is captured on a calendar year(CY) basis (i.e. FY 2015-16 reflects CY 2015, FY 2016-2017 reflects CY 2016, etc.).*

Quantitative and Qualitative Performance Measures:

	FY 2015-16 Actual	FY 2016-17 Estimated
Increase the number of residents who are registered to report disaster damage from 67 to 150	67	150
Provide eight emergency preparedness presentations to community groups	7	8
Teach sidewalk CPR to 1,000 citizens	250	1,000
Respond to hazardous materials/hazardous waste complaints within two business days if no immediate threat to public or the environment	80%	90%
Respond to hazardous materials/hazardous waste complaints immediately if threat to public or the environment	100%	100%

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council's Strategic Priority Areas; specifically:

- **Quality of Life -**
Goal 1: Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.
- **Economic Development -**
Goal 2: Enhance business development throughout the City.

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
FIRE SUPPRESSION				
Administrative Assistant (C)	1.00	1.00	1.00	1.00
Administrative Secretary I/II	0.50	0.50	0.80	0.80
Assistant Fire Chief	1.00	1.00	1.00	1.00
Emergency Medical Services Coordinator	1.00	1.00	1.00	1.00
Fire Battalion Chief	4.00	4.00	4.00	4.00
Fire Captain	30.00	30.00	31.00	25.00
Fire Chief	1.00	1.00	1.00	1.00
Fire Engineer	30.00	30.00	30.00	24.00
Firefighter	46.00	46.00	44.00	55.00
Grants Specialist II	-	1.00	1.00	1.00
Total FTE	114.50	115.50	114.80	113.80
FIRE PREVENTION				
Administrative Secretary I/II	0.50	0.50	0.80	0.80
Fire Battalion Chief	1.00	1.00	1.00	1.00
Fire Captain	1.00	1.00	1.00	1.00
Firefighter	-	-	-	1.00
Fire Inspector	4.00	4.00	4.00	4.00
Plans Examiner I/II	0.90	0.90	0.90	0.90
Total FTE	7.40	7.40	7.70	8.70
DISASTER PREPAREDNESS				
Assistant Fire Chief	-	-	-	-
Disaster Preparedness Coordinator	1.00	1.00	-	-
Emergency Services Manager	-	-	1.00	1.00
Fire Battalion Chief	-	-	-	-
Total FTE	1.00	1.00	1.00	1.00
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)				
Administrative Secretary II	-	-	0.40	0.40
CUPA Coordinator	1.00	1.00	-	-
CUPA Manager	-	-	1.00	1.00
Fire Environmental Specialist I/II	3.00	3.00	3.00	3.00
Plans Examiner I/II	0.10	0.10	0.10	0.10
Total FTE	4.10	4.10	4.50	4.50
FIRE TRAINING ACADEMY				
FIREFIGHTER LIMITED TERM (6/30/18)	-	-	26.00	26.00
Total FTE	0.00	0.00	26.00	26.00
FIRE TOTAL	127.00	128.00	154.00	154.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
FIRE				
2201-FIRE SUPPRESSION & OTHER EMERGENCY SERVICES	13,629,101	14,623,706	14,616,706	16,220,389
2202-FIRE PREVENTION	1,266,745	1,144,780	1,151,780	1,365,089
2203-DISASTER PREPAREDNESS	184,628	143,475	143,475	129,579
2205-CERTIFIED UNIFIED PROGRAM AGEN- CY (CUPA)	8,903	8,904	8,904	8,904
2209-FIRE TRAINING ACADEMY	-	-	496,217	713,338
FIRE Total	15,089,377	15,920,865	16,417,082	18,437,299
101-GENERAL FUND Total	15,089,377	15,920,865	16,417,082	18,437,299
119-PUBLIC SAFETY RETIREMENT				
FIRE				
2201-FIRE SUPPRESSION & OTHER EMERGENCY SERVICES	2,485,418	2,089,776	2,089,776	4,039,534
2202-FIRE PREVENTION	217,606	189,222	189,222	127,317
2203-DISASTER PREPAREDNESS	-	-	-	-
2208-STATION 8	-	-	-	328,464
2221-FIRE SUPPRESSION & OTHER EMERGENCY SERVICES	170,958	76,589	76,589	8,190
FIRE Total	2,873,982	2,355,587	2,355,587	4,503,505
119-PUBLIC SAFETY RETIREMENT Total	2,873,982	2,355,587	2,355,587	4,503,505
217-STATE TERM GRANTS FUND				
FIRE				
2205-CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)	-	-	32,215	-
2220-FIRE SUPPRESSION & OTHER EMERGENCY SERVICES	45,049	500	29,580	-
2226-DISASTER PREPAREDNESS	59,857	42,146	100,404	38,584
FIRE Total	104,906	42,646	162,199	38,584
217-STATE TERM GRANTS FUND Total	104,906	42,646	162,199	38,584

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
238-HOMELAND SECURITY GRANT				
FIRE				
2221-FIRE SUPPRESSION & OTHER EMERGENCY SERVICES	2,246,028	1,037,163	2,882,094	360,887
FIRE Total	2,246,028	1,037,163	2,882,094	360,887
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238-HOMELAND SECURITY GRANT Total	2,246,028	1,037,163	2,882,094	360,887
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285-CDBG ENTITLEMENT				
FIRE				
2280-CAPITAL IMPROVEMENTS	-	310,000	370,000	-
FIRE Total	-	310,000	370,000	-
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285-CDBG ENTITLEMENT Total	-	310,000	370,000	-
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355-CAPITAL GROWTH FEES-RESID				
FIRE				
2280-CAPITAL IMPROVEMENTS	-	-	300,000	-
FIRE Total	-	-	300,000	-
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355-CAPITAL GROWTH FEES-RESID Total	-	-	300,000	-
<hr/>				
370-CUPA OPERATING FUND				
FIRE				
2205-CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)	725,649	731,898	731,898	814,150
FIRE Total	725,649	731,898	731,898	814,150
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370-CUPA OPERATING FUND Total	725,649	731,898	731,898	814,150
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373-CUPA CAPITAL PROGRAM				
FIRE				
2205-CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)	-	-	86,137	-
FIRE Total	-	-	86,137	-
<hr/>				
373-CUPA CAPITAL PROGRAM Total	-	-	86,137	-
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FIRE Grand Total	21,039,942	20,398,159	23,304,997	24,154,425

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
FIRE				
1-PERSONNEL	13,068,789	13,543,827	13,857,720	15,611,914
2-OTHER O&M EXPENSE	1,995,726	2,346,239	2,518,827	2,794,586
4-CAPITAL OUTLAY	6,986	12,923	6,022	12,923
5-TRANSFERS OUT	17,876	17,876	34,513	17,876
FIRE Total	15,089,377	15,920,865	16,417,082	18,437,299
101-GENERAL FUND Total	15,089,377	15,920,865	16,417,082	18,437,299
119-PUBLIC SAFETY RETIREMENT				
FIRE				
1-PERSONNEL	2,873,982	2,355,587	2,355,587	4,503,505
FIRE Total	2,873,982	2,355,587	2,355,587	4,503,505
119-PUBLIC SAFETY RETIREMENT Total	2,873,982	2,355,587	2,355,587	4,503,505
217-STATE TERM GRANTS FUND				
FIRE				
1-PERSONNEL	64,927	41,646	92,817	37,209
2-OTHER O&M EXPENSE	39,979	1,000	37,167	1,375
4-CAPITAL OUTLAY	-	-	32,215	-
FIRE Total	104,906	42,646	162,199	38,584
217-STATE TERM GRANTS FUND Total	104,906	42,646	162,199	38,584
238-HOMELAND SECURITY GRANT				
FIRE				
1-PERSONNEL	1,979,324	915,515	2,577,191	243,534
2-OTHER O&M EXPENSE	263,139	121,648	304,903	117,353
4-CAPITAL OUTLAY	3,565	-	-	-
FIRE Total	2,246,028	1,037,163	2,882,094	360,887
238-HOMELAND SECURITY GRANT Total	2,246,028	1,037,163	2,882,094	360,887

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
285-CDBG ENTITLEMENT				
FIRE				
2-OTHER O&M EXPENSE	-	-	-	-
4-CAPITAL OUTLAY	-	310,000	370,000	-
FIRE Total	-	310,000	370,000	-
<hr/>				
285-CDBG ENTITLEMENT Total	-	310,000	370,000	-
<hr/>				
355-CAPITAL GROWTH FEES-RESID				
FIRE				
4-CAPITAL OUTLAY	-	-	300,000	-
FIRE Total	-	-	300,000	-
<hr/>				
355-CAPITAL GROWTH FEES-RESID Total	-	-	300,000	-
<hr/>				
370-CUPA OPERATING FUND				
FIRE				
1-PERSONNEL	510,967	574,563	574,563	610,663
2-OTHER O&M EXPENSE	214,682	157,335	157,335	203,487
FIRE Total	725,649	731,898	731,898	814,150
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370-CUPA OPERATING FUND Total	725,649	731,898	731,898	814,150
<hr/>				
373-CUPA CAPITAL PROGRAM				
FIRE				
2-OTHER O&M EXPENSE	-	-	-	-
4-CAPITAL OUTLAY	-	-	86,137	-
FIRE Total	-	-	86,137	-
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373-CUPA CAPITAL PROGRAM Total	-	-	86,137	-
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FIRE Grand Total	21,039,942	20,398,159	23,304,997	24,154,425

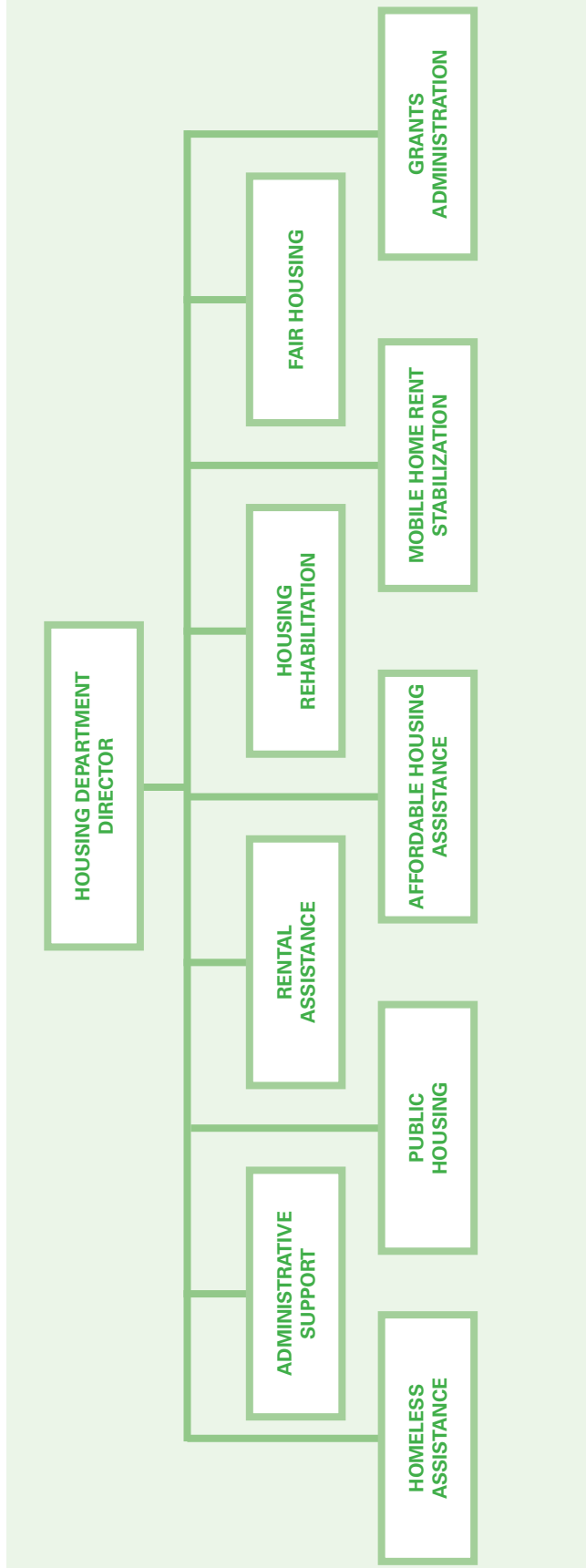
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FY 2017-18
Proposed Budget

Housing Department



Housing Department



Housing Department

Mission:

The Housing Department provides safe, attractive, sanitary, and well maintained housing for eligible low and very low income families in a manner that promotes commitment, exemplary customer service, economic efficiency and the social well-being of the residents.

Programs:

Section 8 Housing Assistance is responsible for the administration and management of 1,825 Section 8 vouchers, which provide rental subsidy to assist low-income individuals and families to obtain rental housing in the private market. Funding is provided by the U.S. Department of Housing and Urban Development (HUD).

Public Housing is responsible for the operation, management, and maintenance of 664 low income rental units throughout the City. This program is funded with rental income and subsidies from HUD.

Affordable Housing is responsible for administering first-time homebuyer and home repair programs for low-income residents. The division also provides assistance to non-profit developers for the development of low-income housing throughout the City.

Homeless Services is responsible for administering the HEARTH Emergency Solutions Grant from HUD which provides funding to non-profit agencies providing services to homeless individuals and families in the City. Homeless Services staff is also responsible for providing staff support to the City's Commission on Homelessness, a 7-member board formed to advise the City Council on issues related to homelessness.

Fair Housing is responsible for the administration of the fair housing requirements as specified by state and federal law, which includes developing systems to ensure compliance with federal and state laws; administering service provider contracts; providing information and promoting fair housing programs to public and private agencies.

Grants Management is responsible for the administration and financial management of HUD entitlement grants received by the City (Community Development Block Grant, HOME Investment Partnership Act Grant, and HEARTH Emergency Solutions Grant), as well as any state grants that may be received to provide affordable housing opportunities.

Mobilehome Rent Stabilization is responsible for the administration and compliance monitoring of the City's Mobile Home Park Rent Stabilization ordinance and guidelines, as well as providing staff support to the City's Mobile Home Park Rent Review Board.

Accomplishments – FY 2016-2017:

- Assisted over 2,400 families to obtain and maintain affordable housing.
 - Designated by HUD as a High Performing agency for Public Housing and Section 8 Housing Assistance.
 - Assisted the Commission on Homelessness to perform its proper advisory function, resulting in Commission adoption and presentation of over 30 specific policy recommendations to City Council.
 - Provided 19 first-time homebuyer and 3 rehabilitation loans since July 1, 2016.
 - Organized a successful regional Winter Warming Shelter for homeless persons for 4 months (with an average of 92 persons nightly).
 - Maintained and protected the housing affordability of 2,800 households who own mobile homes in privately-owned mobile home parks.
-

City Council Strategic Priority Areas:

Quality of Life

Goal 2 - Address homelessness through the development and implementation of a multi-tiered strategy.

- 2.a. Identify the City's homelessness mission and create a 5-year plan to address homelessness.

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

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

Organizational Effectiveness

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

- 1.b. Establish an Internal Audit Program to complete performance audits of identified programs to ensure compliance with state and federal law and that Council policy is adhered to.
- 1.c. Develop written procedures to address Internal Control recommendations from Auditor.

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

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

Economic Development

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

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

Infrastructure and Natural Resources

Goal 1 - Ensure Master plans for all City infrastructure are current, synchronized and consistent with the General Plan.

- 1.b. Develop master plans for other City facilities and vehicles.

Goal 3 - Ensure Funding is adequate to meet the goals of the master plans.

- 3.a. Maximize funding sources.

Goal 4 - Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

- 4.a. Implement CIP plans.

Core Functions:

Function 1 – Maintain Housing Authority as a high performing agency.

- Increase HCV Housing Quality Standards enforcement by 10 points in HUD Section 8 Management Assessment Program (SEMAP).
- Maintain HUD Public Housing Assessment System (PHAS) High Performer rating.

Function 2 – Meet HUD Entitlement Grants timelines standards.

- Prepare all FY 2017-18 Grant Agreements by 10/31/2017.
- Complete and submit the Consolidated Annual Performance and Evaluation Report (CAPER) by 9/30/2017.
- Complete and submit the FY 2017-18 Annual Action Plan to HUD by May 15, 2018.

Function 3 – Provide more affordable housing opportunities.

- Provide 25 additional first-time homebuyers loans.
- Provide 6 additional rehabilitation loans.
- Expend \$900,000 from the 2014 Cal Home grant allocation by April 2018.
- Provide funding to non-profits for development of low-income housing.
- Work with developers under contract to complete the demolition of 144 units of public housing, construction of 144 tax-credit dwelling units and reconfiguration of the neighborhood.

Function 4 – Provide an improved alternative to the National Guard Armory to provide shelter for homeless Individuals and families during the winter months of Dec. 2017 through March 2018.

Function 5 – Perform the HUD-mandated Assessments of Fair Housing for the City of Oxnard and the Oxnard Housing Authority

Function 6 – Continue to protect the affordability of housing for the 2,800 owner-occupant families of mobile homes who reside in privately-owned mobile home parks, through the City’s Mobile Home Rent Stabilization.

Quantitative and Qualitative Performance Measures:

	FY 2015-16	FY 2016-2017 Goal	FY 2016-2017 Projected	FY 2017-2018 Estimated
Increase HQS Enforcement Points	0	10	10	10
Maintain High Performer PHAS rating	91%	91%	91%	91%
Preparation of Grant Agreements	9/30/2015	07/01/2016	12/31/2016	9/01/2017
Complete CAPER	9/30/2015	9/30/2016	09/30/2016	9/30/2017
First-time Homebuyer loans	19	25	19	25
Rehabilitation loans	0	14	3	6
Non-profit development funding	0	850,000	\$95,337	\$736,870

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
Administrative Support				
Accounting Manager	1.00	1.00	1.00	1.00
Housing Director	0.15	0.15	0.15	0.15
Total FTE	1.15	1.15	1.15	1.15
PUBLIC HOUSING				
Account Clerk I/II	2.00	2.00	2.00	1.00
Account Clerk III	1.75	1.75	1.75	1.75
Accountant I	1.00	1.00	1.00	1.00
Administrative Secretary III	0.45	0.45	0.45	0.45
Computer Network Engineer III	0.72	0.72	0.72	0.72
Custodian	-	-	-	2.00
Deputy Housing Director	0.50	0.50	0.50	-
Facilities Maintenance Worker I/II	8.00	8.00	8.00	4.00
Groundswoker I/II (or Maintenance Worker Trainee)	3.00	3.00	3.00	4.00
Housing Contract Administrator	1.00	1.00	1.00	1.00
Housing Director	0.43	0.43	0.43	0.43
Housing Engineer	1.00	1.00	1.00	1.00
Housing Financial Officer	0.75	0.75	0.75	0.75
Housing Maintenance Superintendent	1.00	1.00	1.00	-
Housing Maintenance Supervisor	3.00	3.00	3.00	1.00
Housing Modernization Superintendent	1.00	1.00	1.00	-
Housing Program Supervisor	4.00	4.00	4.00	2.00
Housing Programs Manager	1.00	1.00	1.00	1.00
Housing Rehabilitation Program Manager	0.15	0.15	0.15	-
Housing Specialist I/II	8.00	8.00	8.00	8.00
Maintenance Worker Housing	-	-	-	4.00
Management Analyst I/II	0.25	0.25	0.25	0.25
Management Analyst III	2.00	2.00	2.00	-
Office Assistant I/II	6.80	6.80	6.80	7.80
Rehabilitation Construction Specialist I/II	1.00	1.00	1.00	-
Rehabilitation Loan Assistant	0.32	0.32	0.32	-
Resident Services Assistant	1.00	1.00	1.00	-
Resident Services Coordinator	1.00	1.00	1.00	1.00
Senior Groundswoker	1.00	1.00	1.00	-
Senior Housing Maintenance Worker	2.00	2.00	2.00	2.00
Senior Housing Specialist	3.00	3.00	3.00	3.00
Total FTE	57.12	57.12	57.12	48.15

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
RENTAL ASSISTANCE				
Account Clerk III	0.25	0.25	0.25	0.25
Accountant I	1.00	1.00	1.00	1.00
Administrative Secretary III	0.45	0.45	0.45	0.45
Compliance Services Manager	0.09	0.09	0.09	0.09
Computer Network Engineer III	0.28	0.28	0.28	0.28
Deputy Housing Director	0.50	0.50	0.50	-
Housing Director	0.43	0.43	0.43	0.43
Housing Financial Officer	0.25	0.25	0.25	0.25
Housing Inspector	1.00	1.00	1.00	1.00
Housing Specialist I/II	5.00	5.00	5.00	5.00
Office Assistant I/II	3.20	3.20	3.20	3.20
Rehab Loan Assistant	0.27	0.27	0.27	-
Senior Housing Specialist	1.00	1.00	1.00	1.00
Total FTE	13.72	13.72	13.72	12.95
AFFORDABLE HOUSING ASSISTANCE				
Administrative Technician	0.80	0.80	0.80	0.80
Housing Rehabilitation Program Manager	0.58	0.58	0.58	-
Management Analyst II	0.25	0.25	0.25	0.25
Rehabilitation Loan Assistant	0.20	0.20	0.20	-
Rehabilitation Loan Specialist	0.60	0.60	0.60	0.60
Total FTE	2.43	2.43	2.43	1.65
HOUSING REHABILITATION				
Housing Rehabilitation Program Manager	0.27	0.27	0.27	-
Management Analyst I/II	0.50	0.50	0.50	0.50
Rehabilitation Loan Assistant	0.20	0.20	0.20	-
Rehabilitation Loan Specialist	1.40	1.40	1.40	1.40
Total FTE	2.37	2.37	2.37	1.90
HOMELESS ASSISTANCE				
Compliance Services Manager	0.31	0.31	0.31	0.31
Homeless Assistance Program Coordinator	-	1.00	1.00	1.00
Total FTE	0.31	1.31	1.31	1.31

	14-15 Actual	15-16 Adopted	15-16 Revised	16-17 Adopted
MOBLIEHOME RENT STABILIZATION				
Administrative Technician	0.10	0.10	0.10	0.10
Compliance Services Manager	0.50	0.50	0.50	0.50
Total FTE	0.60	0.60	0.60	0.60
FAIR HOUSING				
Administrative Technician	0.10	0.10	0.10	0.10
Compliance Services Manager	0.10	0.10	0.10	0.10
Total FTE	0.20	0.20	0.20	0.20
GRANTS ADMINISTRATION				
Administrative Secretary III	0.10	0.10	0.10	0.10
Grants Coordinator	1.00	1.00	1.00	1.00
Grants Specialist I/II	1.00	1.00	1.00	1.00
Total FTE	2.10	2.10	2.10	2.10
HOUSING TOTAL	80.00	81.00	81.00	70.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
HOUSING				
5105-HOMELESS ASSISTANCE	9,500	108,902	163,565	116,528
5106-MOBILEHOME RENT STABILIZATION	119,661	115,380	115,380	101,916
5139-GRANTS ADMINISTRATION	50,781	74,294	74,294	-
5199-ADMINISTRATIVE SUPPORT	198,818	207,245	152,582	31,556
HOUSING Total	378,760	505,821	505,821	250,000
101-GENERAL FUND Total	378,760	505,821	505,821	250,000
117-CALHOME PROGRAM-STATE GRT				
HOUSING				
5134-AFFORDABLE HOUSING ASSISTANCE	478,013	900,000	900,000	-
HOUSING Total	478,013	900,000	900,000	-
117-CALHOME PROGRAM-STATE GRT Total	478,013	900,000	900,000	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
219-STATE/LOCAL-MY GRANTS				
HOUSING				
5127-AFFORDABLE HOUSING ASSISTANCE	30,801	-	30,801	-
5141-HOUSING REHABILITATION	95,775	-	-	120,000
HOUSING Total	126,576	-	30,801	120,000
219-STATE/LOCAL-MY GRANTS Total	126,576	-	30,801	120,000

243-EMERGENCY SHELTER GRANT

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
HOUSING				
5138-HOMELESS ASSISTANCE	30,000	30,000	30,000	30,000
5347-HOMELESS ASSISTANCE	-	-	20,000	17,955
5374-HOMELESS ASSISTANCE	61,959	55,000	55,000	100,000
5376-HOMELESS ASSISTANCE	21,047	7,369	7,369	-
5391-HOMELESS ASSISTANCE	14,341	15,067	14,393	14,553
5396-HOMELESS ASSISTANCE	44,731	58,143	38,143	19,000
5397-HOMELESS ASSISTANCE	40,000	27,000	27,000	35,000
HOUSING Total	212,078	192,579	191,905	216,508
243-EMERGENCY SHELTER GRANT Total	212,078	192,579	191,905	216,508

285-CDBG ENTITLEMENT

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
HOUSING				
5105-HOMELESS ASSISTANCE	57,510	59,866	59,866	43,895
5107-FAIR HOUSING	54,815	59,816	59,816	55,241
5110-HOMELESS ASSISTANCE	-	100	100	-
5111-HOUSING REHABILITATION	185,305	240,861	240,861	205,691
5115-AFFORDABLE HOUSING ASSISTANCE	75,382	87,921	94,421	61,407
5139-GRANTS ADMINISTRATION	300,075	327,966	327,966	290,124
5160-GRANTS ADMINISTRATION	329,704	-	-	-
5163-AFFORDABLE HOUSING ASSISTANCE	375,000	-	-	-
5182-HOUSING REHABILITATION	-	300,000	300,000	-
5183-HOUSING REHABILITATION	364,224	125,000	125,000	300,000
5309-HOMELESS ASSISTANCE	25,000	-	-	-
5347-HOMELESS ASSISTANCE	60,000	48,000	48,000	20,000
5387-HOMELESS ASSISTANCE	15,000	30,000	30,000	30,000
5396-HOMELESS ASSISTANCE	50,000	73,822	73,822	73,822
HOUSING Total	1,892,015	1,353,352	1,359,852	1,080,180
285-CDBG ENTITLEMENT Total	1,892,015	1,353,352	1,359,852	1,080,180

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
295-HUD HOME				
HOUSING				
5115-AFFORDABLE HOUSING ASSISTANCE	53,335	126,679	126,679	63,125
5162-AFFORDABLE HOUSING ASSISTANCE	755,057	213,399	311,586	192,624
5163-AFFORDABLE HOUSING ASSISTANCE	300,000	420,000	582,244	380,000
5182-HOUSING REHABILITATION	144,817	-	-	-
5183-HOUSING REHABILITATION	149,540	-	-	-
HOUSING Total	1,402,749	760,078	1,020,509	635,749
<hr/>				
295-HUD HOME Total	1,402,749	760,078	1,020,509	635,749
<hr/>				
371-HOUSING-IN-LIEU FEES				
HOUSING				
5114-AFFORDABLE HOUSING ASSISTANCE	-	-	99,310	-
5132-AFFORDABLE HOUSING ASSISTANCE	-	-	28,418	-
5135-AFFORDABLE HOUSING ASSISTANCE	-	-	328,694	-
HOUSING Total	-	-	456,422	-
<hr/>				
371-HOUSING-IN-LIEU FEES Total	-	-	456,422	-
<hr/>				
HOUSING Grand Total	4,490,191	3,711,830	4,465,310	2,302,437

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
HOUSING				
1-PERSONNEL	316,573	417,295	352,882	222,094
2-OTHER O&M EXPENSE	62,187	88,526	152,939	27,906
HOUSING Total	378,760	505,821	505,821	250,000
<hr/>				
101-GENERAL FUND Total	378,760	505,821	505,821	250,000
<hr/>				
117-CALHOME PROGRAM-STATE GRT				
HOUSING				
1-PERSONNEL	-	-	46,871	-
2-OTHER O&M EXPENSE	478,013	900,000	853,129	-
HOUSING Total	478,013	900,000	900,000	-
<hr/>				
117-CALHOME PROGRAM-STATE GRT Total	478,013	900,000	900,000	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
219-STATE/LOCAL-MY GRANTS				
HOUSING				
1-PERSONNEL	66,668	-	-	82,190
2-OTHER O&M EXPENSE	59,908	-	30,801	37,810
HOUSING Total	126,576	-	30,801	120,000
219-STATE/LOCAL-MY GRANTS Total	126,576	-	30,801	120,000
243-EMERGENCY SHELTER GRANT				
HOUSING				
1-PERSONNEL	13,806	11,898	11,898	12,786
2-OTHER O&M EXPENSE	198,272	180,681	180,007	203,722
HOUSING Total	212,078	192,579	191,905	216,508
243-EMERGENCY SHELTER GRANT Total	212,078	192,579	191,905	216,508
285-CDBG ENTITLEMENT				
HOUSING				
1-PERSONNEL	557,055	625,127	631,627	541,940
2-OTHER O&M EXPENSE	1,131,361	303,225	303,225	238,240
5-TRANSFERS OUT	203,599	425,000	425,000	300,000
HOUSING Total	1,892,015	1,353,352	1,359,852	1,080,180
285-CDBG ENTITLEMENT Total	1,892,015	1,353,352	1,359,852	1,080,180
295-HUD HOME				
HOUSING				
1-PERSONNEL	37,174	108,478	108,478	46,879
2-OTHER O&M EXPENSE	610,518	438,201	600,445	396,246
4-CAPITAL OUTLAY	755,057	213,399	311,586	192,624
5-TRANSFERS OUT	-	-	-	-
HOUSING Total	1,402,749	760,078	1,020,509	635,749
295-HUD HOME Total	1,402,749	760,078	1,020,509	635,749

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
371-HOUSING-IN-LIEU FEES				
HOUSING				
2-OTHER O&M EXPENSE	-	-	456,422	-
HOUSING Total	-	-	456,422	-
<hr/>				
371-HOUSING-IN-LIEU FEES Total	-	-	456,422	-
<hr/>				
545-HOUSING PAYROLL TRUST				
HOUSING				
1-PERSONNEL	-	-	-	-
2-OTHER O&M EXPENSE	-	-	-	-
HOUSING Total	-	-	-	-
<hr/>				
545-HOUSING PAYROLL TRUST Total	-	-	-	-
<hr/>				
Grand Total	4,490,191	3,711,830	4,465,310	2,302,437

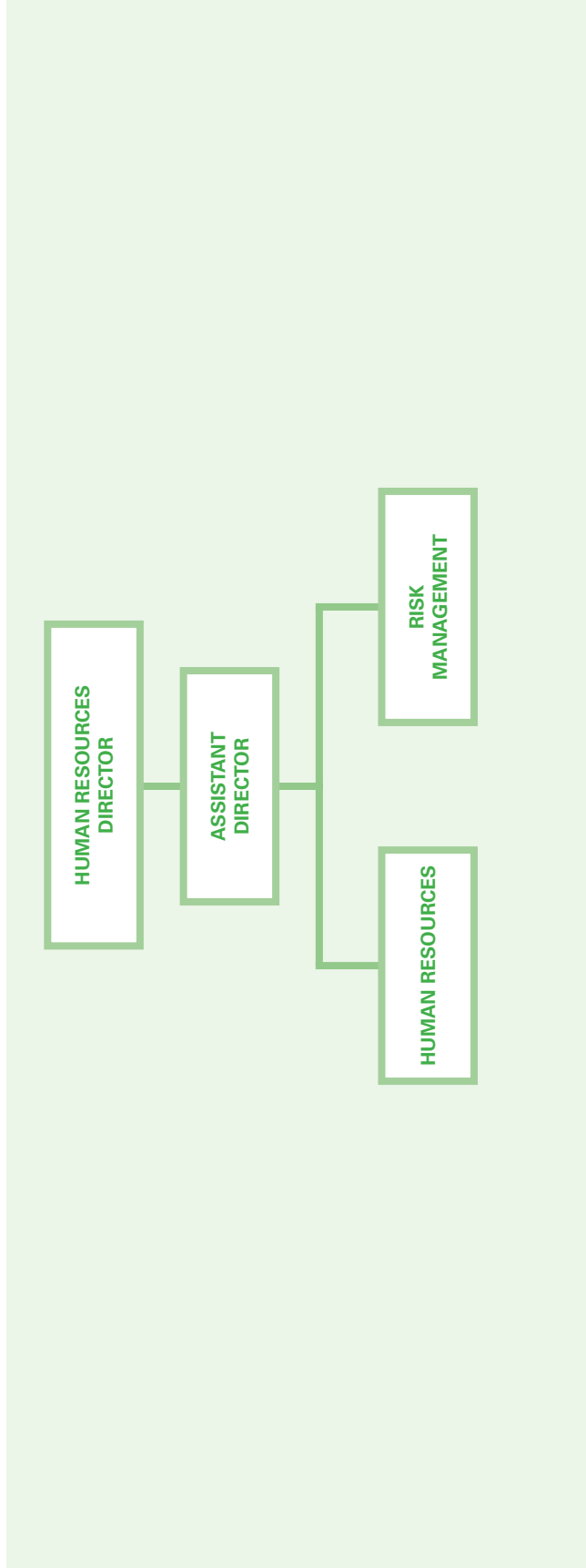
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FY 2017-18
Proposed Budget

Human Resources Department



Human Resources Department



Human Resources Department

Mission:

The Human Resources Department serves as a strategic partner to City departments by attracting, developing and retaining the most qualified, proficient and service-oriented workforce possible to provide excellent public service to the residents of the City of Oxnard.

Programs:

Recruitment & Selection, Classification & Compensation provides professional services to departments by planning and acquiring a highly skilled workforce. The division directs, assesses, and modifies as needed the centralized and decentralized recruitment and examination systems in accordance with the Civil Service principles and all applicable Federal, State, and local statutes, laws and regulations. The division also provides recruitment and certification of qualified candidates, and maintains recruitment and examination files; determines classification and compensation, bargaining units, and Fair Labor Standards Act status.

Training & Development aims to promote and support employee development by providing high-quality training programs designed to meet individual, group, or departmental needs and objectives by conducting comprehensive programs in required training, general management, supervision and basic skills development.

Employee Benefits Administration is committed to providing excellent customer service and education to allow City employees to make informed choices among a wide variety of high quality benefit options. The responsibilities of the division include; implementing and administering benefits plans, analyzing and making recommendations related to benefit programs and policies, participating in benefit contract negotiation and renewals, communicating benefits information to employees, administering family and medical leave, COBRA, military leave, mandating benefit notices, and Monitoring related legislation.

Employee & Labor Relations develops a strategic view of the priorities for balancing sustainable financial resources with the cost of a stable and highly skilled workforce to provide City services. Labor Relations secures City Council and City Manager approval for long and short-term objectives and adjustments as needed, establishes and maintains a durable working relationship with organized labor groups, negotiates agreements that achieve strategic, operational and fiscal objectives consistent with prioritized needs, performs day-to-day oversight of the implementation of negotiated agreements, and resolves grievances and assures that the collective bargaining agreements and disciplinary actions are applied in a consistent, business based manner.

Employee Safety and Workers Compensation is charged with the responsibility of making and implementing decisions that minimize the adverse effects of accidental losses, and is responsible for the administration of the City's safety and Workers' Compensation programs. The division performs facility inspections, safety training for City employees, and is responsible for compliance with a number of Federal and State mandated programs including Unemployment Insurance, the Americans with Disabilities Act, and drug testing.

Accomplishments – FY 2016-2017:

- Converted to a new recruitment system to facilitate transparency in the recruitment life cycle.
- Made changes to the recruitment process to facilitate a “faster time to hire”.
- Implemented a self-service benefits enrollment system.
- Implemented a quarterly employee orientation program.
- Implemented a standardized Personnel Action Form to increase accuracy and tracking of personnel actions.
- Implemented standardized bilingual testing.
- Provided mandated sexual harassment training to all City Managers.
- Provided supervisory and management training with CALU.
- Completed the review and implementation of a new City Employee Policy Manual.
- Coordinated and delivered a successful Benefits Open Enrollment Program.
- Converted to a paperless workers compensation claim submission system easing the filing of claims and providing better tracking of claims.
- Responded to approximately 237 “Request to Fill” position requisitions.
- Filled 198 vacant positions including five (5) key senior management positions.
- Completed negotiations with four of the seven bargaining units.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council’s Strategic Priority Areas; specifically:

Organizational Effectiveness

Goal 1 - Help foster a healthy and accountable corporate foundation by strengthening the support functions, which include Finance, Information Technology and Human Resources.

- 1.b.5. Complete Worker’s Comp Program Audit
 - 1.b.6. Complete Overtime Audit
 - 1.d.2. Complete a class and compensation study
 - 1.d.3. Review and update employee orientation program
 - 1.d.4. Create a recruitment system that ensures transparency related to status of vacancies, funding and recruitments
 - 1.d.5. Review, revise, and update the City’s Personnel policies and procedures and distribute to employees to ensure awareness and compliance
 - 1.d.6. Standardize city-wide on-boarding process
-

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

- 3.a.1. Create and roll out a module-based training curriculum focused on core competencies for supervisory and managerial staff
 - 3.a.2. Create a master training plan for each department establishing the critical, mandatory, and essential training components for each position with a focus on customer service
 - 3.b.1. Identify competencies that are critical for becoming a high performance and quality organization
 - 3.b.3. Revise staff evaluations so they reflect talent development as a performance based category
 - 3.c.1. Review and revamp employee recognition program nomination and selection procedures/criteria and committee
 - 3.c.2. Recognize supervisors and management staff on a quarterly or annual basis for developing talent within their units
 - 3.c.3. Review and revise service awards program
-

Core Functions:

Function 1 – Fill Vacant Funded Positions

- Reduce the City's overall vacancy rate to 9%.
- Implement standardized recruitment and hiring processes.
- Establish clear recruitment expectations with hiring managers.

Function 2 – Benefits Administration

- Review all city-sponsored benefit programs for maximum service level and cost effectiveness.
- Coordinate and deliver a Health and Wellness Fair.
- Coordinate and deliver Benefits Open Enrollment.
- Augment staff with leave coordinator.

Function 3 – Employee/Labor Relations

- Conclude all open labor negotiations for successor agreements.
- Implement a new employee evaluation system.

Function 4 – Training and Development

- Augment staff with addition of training coordinator.
- Implement new training program, including leadership, supervisory and targeted competency training.

Function 5 – Promote Health and Safety Strategies

- Manage premium costs for liability and other insurance.
- Control workers' compensation costs by providing Employee Safety and Wellness Program.
- Deliver an annual safety day event.

Quantitative and Qualitative Performance Measures:

	FY 2016-20176 Estimated	FY 2016-2017 Accomplished	FY 2017- 2018 Estimated
Complete external (open) recruitments within an average of 90 days from receipt of approved request to fill form	90	?	90
Complete internal (promotional) recruitments within an average of 60 days from receipt of approved request to fill form	60	?	60
Conduct post-recruitment follow-up interviews with 75% of hiring managers	75%	50%	75%
Conduct exit interviews with separated employees	90%	50%	90%
Conclude labor negotiations on successor agreements with all city unions	6	4	7
Complete phases 1 and 2 (50%) of city-wide classification and compensation study	50%	40%	100%
Implement 50% of revised Personnel Rules and Regulations	50%	100%	—
Coordinate and deliver Benefits Open Enrollment	1	1	1
Provide supervisory training modules	4	4	4
Provide targeted competency training modules	2	0	2

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
HUMAN RESOURCES				
Administrative Assistant (C)	1.00	1.00	1.00	1.00
Administrative Secretary I/II (C)	1.00	1.00	1.00	1.00
Assistant City Manager	0.20	0.20	0.20	-
Assistant Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Analyst	-	-	-	2.00
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	0.10	0.10
Human Resources Technician (C)	3.00	3.00	3.00	4.00
Principal Human Resources Analyst	1.00	1.00	1.00	1.00
Senior Benefits Coordinator (C)	1.00	1.00	1.00	-
Senior Human Resources Analyst	-	-	-	2.00
Senior Human Resources Coordinator (C)	2.00	4.00	4.00	-
Total FTE	11.20	13.20	13.30	13.10
RISK MANAGEMENT				
Human Resources Analyst	-	-	-	1.00
Human Resources Manager	-	-	0.90	0.90
Human Resources Technician (C)	-	-	-	1.00
Senior Human Resources Coordinator (C)	-	-	-	1.00
Total FTE	0.00	0.00	0.90	3.90
Total FTE	0.00	0.00	0.90	3.90
WORKER'S COMPENSATION				
Senior Human Resources Coordinator (C)	1.00	1.00	1.00	-
Workers' Compensation Manager	1.00	1.00	1.00	-
Workers' Compensation Specialist (C)	1.00	1.00	1.00	-
Total FTE	3.00	3.00	3.00	0.00
HUMAN RESOURCES TOTAL	14.20	16.20	17.20	17.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
HUMAN RESOURCES				
1701-HUMAN RESOURCES	2,072,238	2,323,695	2,388,695	2,038,698
HUMAN RESOURCES Total	2,072,238	2,323,695	2,388,695	2,038,698
<hr/>				
101-GENERAL FUND Total	2,072,238	2,323,695	2,388,695	2,038,698
<hr/>				
701-PUBL LIAB & PROP DAMAGE				
HUMAN RESOURCES				
1704-LIABILITY MANAGEMENT	-	-	-	2,988,144
HUMAN RESOURCES Total	-	-	-	2,988,144
<hr/>				
701-PUBL LIAB & PROP DAMAGE Total	-	-	-	2,988,144
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702-WORKERS COMPENSATION FUND				
HUMAN RESOURCES				
1702-WORKERS' COMPENSATION	5,224,396	5,192,212	5,192,212	5,321,786
1703-SAFETY MANAGEMENT	262,973	253,923	253,923	255,001
HUMAN RESOURCES Total	5,487,369	5,446,135	5,446,135	5,576,787
<hr/>				
702-WORKERS COMPENSATION FUND Total	5,487,369	5,446,135	5,446,135	5,576,787
<hr/>				
HUMAN RESOURCES Grand Total	7,559,607	7,769,830	7,834,830	10,603,629

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
HUMAN RESOURCES				
1-PERSONNEL	1,082,701	1,691,548	1,578,188	1,420,573
2-OTHER O&M EXPENSE	989,537	632,147	810,507	618,125
HUMAN RESOURCES Total	2,072,238	2,323,695	2,388,695	2,038,698
101-GENERAL FUND Total	2,072,238	2,323,695	2,388,695	2,038,698
701-PUBL LIAB & PROP DAMAGE				
HUMAN RESOURCES				
1-PERSONNEL	-	-	-	95,278
2-OTHER O&M EXPENSE	-	-	-	2,892,866
HUMAN RESOURCES Total	-	-	-	2,988,144
701-PUBL LIAB & PROP DAMAGE Total	-	-	-	2,988,144
702-WORKERS COMPENSATION FUND				
HUMAN RESOURCES				
1-PERSONNEL	334,161	303,488	303,488	391,921
2-OTHER O&M EXPENSE	5,153,208	5,142,647	5,142,647	5,184,866
HUMAN RESOURCES Total	5,487,369	5,446,135	5,446,135	5,576,787
702-WORKERS COMPENSATION FUND Total	5,487,369	5,446,135	5,446,135	5,576,787
HUMAN RESOURCES Grand Total	7,559,607	7,769,830	7,834,830	10,603,629

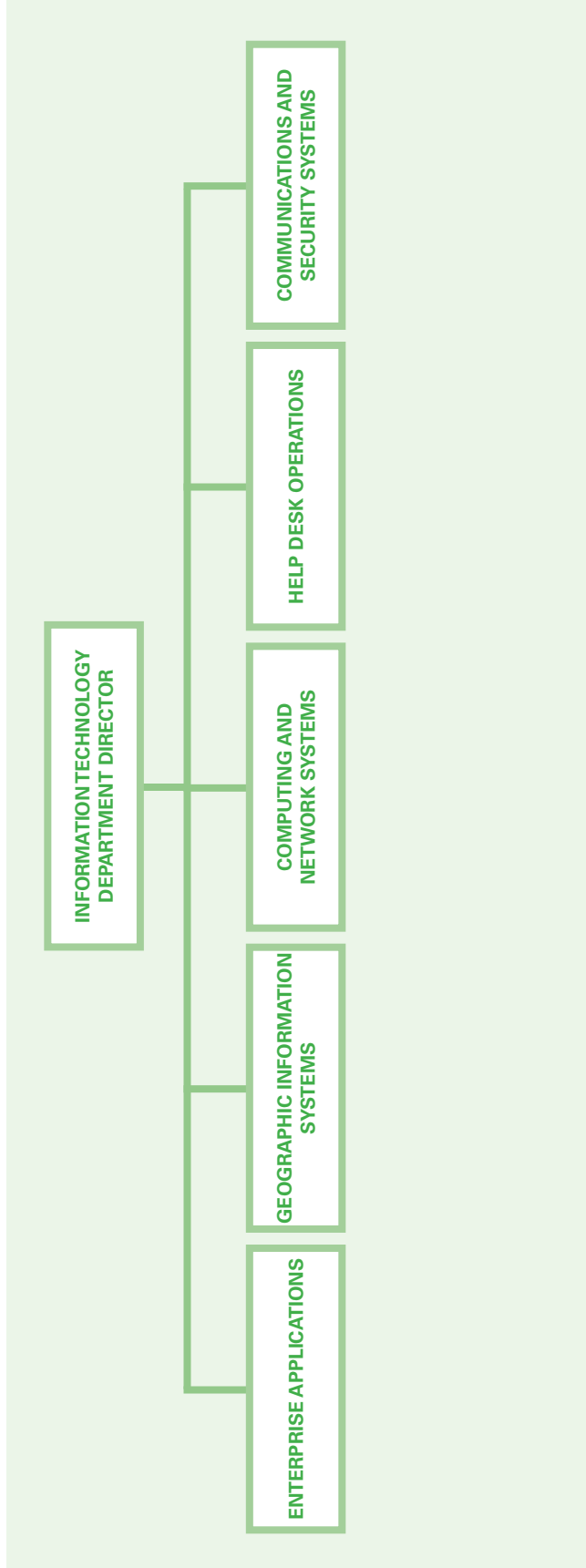
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FY 2017-18
Proposed Budget

Information Technology Department



Information Technology Department



Information Technology Department

Mission:

Provide critical decision information whenever and wherever it is needed.

Programs:

Help Desk Operations provides documentation, training and management of ongoing first-level support for personal workstations, networking technology, end-user applications and mobile devices.

Computing & Network Systems is responsible for the planning, acquisition, delivery and support of the City's computing and networking infrastructure.

Enterprise Applications works in a consultative role with the various divisions within the City of Oxnard to provide the technical expertise to support the strategic direction of the organization. The Enterprise Applications Division works collaboratively to perform the necessary analysis, identify and evaluate alternatives, select and implement the recommended solution and perform ongoing maintenance. Through these efforts the group ensures the flow of vital information required by key stakeholders, including City management and staff as well as

the community.

Communications & Security Systems is responsible for communication and messaging networks in all their forms including voice, video, messaging, unified communications, security applications and their infrastructure, in order to facilitate and support the efficient, safe, secure and revenue-generating operation of critical applications for city government, employees and businesses.

Geographic Information Systems (GIS) is responsible for the City's Enterprise GIS data by employing advanced and innovative GIS technology, expanding GIS for field applications, providing training and support for staff to maintain department specific data sets, and providing Intranet map services available for all City personnel. This includes internet-viewable maps and downloadable maps for the general public.

Accomplishments – FY 2016-17:

- Completed Enterprise Resource Planning Specification and Procurement Request For Proposal (RFP) and awarded contract to winning bidder
- Upgraded and fully migrated over twenty City of Oxnard related websites into Oxnard.org and Oxnardpd.org websites
- Recipient of 2017 Tyler Technologies Public Sector Excellence Award for:
 - Deploying mobile app to enable officers to run local Wants and Warrants via department issued smartphones.
 - Integrated online police reporting to allow residents and businesses to report crimes.
 - Setup online police report website for public access.
- Worked with NCIS to to enhance information sharing between participating law enforcement agencies in areas of strategic importance to the Department of the Navy.
- Developed self serve Kiosk to allow people to report crimes and pay citations
- Setup traffic database to map collision information which is used for geographic staffing deployment and traffic and safety engineering.
- Implemented COGNOS Business Intelligence and Analytics software to the

- City's SunGard Naviline system and trained users
- Researched and selected a new Insurance Certificate Management system
- Implemented Utility Billing upgrade to HTE to allow for remote credit card processing
 - Upgraded Click2Gov to enable enhanced automatic payments feature
- Increased Internet and Wide-Area Network reliability and uptime
 - Created internal and external escalation lists for leased lines, Internet, phone system and cellular services allowing staff to be able to respond more effectively
 - Created Telecommunications Google site listing key services, vendors, and escalation points
 - Identified, created and cross-trained personnel to establish diversity and redundancy in internal support for leased lines, Internet, phone system and cellular services
 - Carnegie internet and LAN upgrade - replaced two poor performing DSL connections with a Fiber Internet connection, providing for 6.75x faster download speeds and 33x faster upload speeds, enabling a second wireless internet network providing museum patrons with internet access and streaming media classes within the gallery
- Completed Cellular Stipend Program Study
 - Established up-to-date cellular phone list, validated by carrier, internal departments and Human Resources in order to eliminate unneeded devices
 - Provided proactive mobile device expense reporting to 100% of city departments managed by IT
- Completed mobile device user requirements survey to assess business-use cases for City-issued devices
- Analyzed other municipal programs, City costs and use cases, and made appropriate recommendations
- Reduced Telecommunications Spending
 - Initiated proactive expenditure reporting on a departmental level for all mobile devices
 - Investigated and achieved the consolidation of telecommunication accounts among all City departments
 - Streamlined internal telecommunication invoice payment process
 - Converted 100% of suppliers to electronic invoice storage
 - Migrated Verizon wireless accounts to Blanket Purchase Order or electronic processing for expedited payments
 - Eliminated \$28,089.12 in annual leased line charges and \$14,688.60 in mobile device charges for a total annual savings of \$42,777.72
- Increased speed and access to GIS spatial data
 - Increased access to web-based GIS data through training and creation of department specific custom web maps
 - Upgraded GIS databases and server software to latest version to take advantage of newly released software capabilities
 - Decreased number of GIS desktop users and associated software licenses by transferring users to a web map based system. Total savings over \$6,000 in annual maintenance fees

- Provided department specific GIS training
- Completed GIS usage survey and analysis for City GIS users. Survey identified most used GIS services as well as individual users who desire additional training
- Added network monitoring of backup power supplies to all Oxnard Fire Stations
- Implemented Google G Suite for Business (Google Apps Unlimited) to integrate unlimited document storage and sharing, collaboration and video conferencing within current procedures to enhance productivity and work-product quality while reducing time required to meet City goals
- Achieved and maintained a 99.9% uptime on all critical systems including the SunGard Public Sector applications, Gmail system, domain controllers and numerous file application, database and print servers
- GIS staff worked with Channel Islands Regional GIS collaborative group to obtain new aerial imagery used by all City departments
- Established ongoing classroom-based training for new software rollouts with accompanying online and printed documentation
- Acquired and customized first-ever Citizen Relationship Management mobile application, Oxnard 311
 - Simple way for residents to submit issues, requests for service, questions and comments to the City
 - Over 6,500 requests processed in less than a year of service
- Implemented eDiscovery system via Google Vault
 - Provided ability to efficiently respond to litigation support and FOIA requests

City Council Strategic Priority Areas:

Some of the programs listed in this Department help to implement the City Council's Strategic Priority Areas, specifically:

Economic Development - Goals 2 and 6

Organizational Effectiveness - Goals 1, 2, 3, 4, 8 and 9

Quality of Life - Goal 8

Infrastructure and Natural Resources - Goals 5, 6, 7 and 8

Core Functions:

Function 1 - Improve Foundational Network Infrastructure and High Speed Internet Access

- Improve WAN throughput performance via physical and logical network enhancements
- Research redundancy options to key internal and external systems and networks
- Augment key City locations with primary and backup Internet connections and dynamic failover
- Expand City-wide WiFi network availability throughout City buildings
- Implement a network monitoring and management service

Function 2 - Plan expansion of City Fiber for City/County locations, enhance residential and business community experiences, and attract quality employees

- Complete RFP for Oxnard City-wide Fiber Master Plan
- Lead the effort for defining a vision and mission for a City of Oxnard fiber network
- Continue participation in discussions with the County of Ventura to develop a county-wide fiber ring
- Confer with other municipalities who have already created or instituted city-wide Fiber Networks for best practices, recommendations and contacts
- Complete RFP for Oxnard Fiber Master Plan

Function 3 - Enterprise Resource Planning RFP Specification and Procurement

Make final recommendation and selection on the new ERP system

Function 4 - Select and implement city-wide Time and Attendance System for electronic timekeeping

- The implementation is expected to be completed in 2018

Function 5 - Improve Communications Systems and Device Management

- Evaluate Enterprise Mobility Management (EMM) solutions to secure Public Safety & City mobile devices and data, reduce management cost, and pave way for stipend implementation
- Analyze other municipal stipend programs, City costs and use cases, formulate City of Oxnard stipend plan and implement a best practices stipend program
- Complete telecommunications leased line network service inventory
- Perform critical telephone system inventory and reconciliation

Function 6 - High Accuracy Global Positioning System (GPS) Field Data Collection

- Enable Public Works field crews to capture high accuracy GPS data for various infrastructure assets using cost effective GPS antenna for mobile devices

Function 7 - Acquire 2017 High Resolution Aerial Images

- Participate with Channel Islands Regional GIS collaborative group to define image requirements, advance project progress and select vendor to fly and capture images
- Ensure Oxnard's inclusion in obtaining new 2017 aerial image that covers entire City area in 3 inch resolution

Function 8 - GIS Utility Infrastructure Database Update

- Update GIS mapping data layers to include all changes made to City’s water, wastewater and stormwater utility infrastructure based on capital projects and private developments

Function 9 - Waze Traffic Incident/Closure Announcements

- Create Waze government account to enable uploading and sharing of traffic closures/incidents with Waze community-based traffic and navigation mobile app
- Integrate Waze data into police dispatching software

Quantitative and Qualitative Performance Measures:

	FY 2015-2016	FY 2016-2017 Goal	FY 2016-2017 Projected	FY 2017- 2018 Goal
Ensure 99% uptime for all Enterprise Applications	N/A	99%	99.9%	99%
Ensure a 99% uptime for network infrastructure	N/A	99%	99.9%	99%
Achieve 85% customer satisfaction for Help Desk	N/A	85%	97%	85%
Achieve a 95% uptime on GIS web mapping applications	N/A	99%	99.9%	99%
Achieve 85% customer satisfaction for GIS services	N/A	95%	90%	95%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
ENTERPRISE APPLICATIONS				
Computer Operator	1.00	1.00	1.00	1.00
Information Technology Director	1.00	1.00	1.00	1.00
Network Services Coordinator	1.00	-	-	-
Programmer Analyst	1.00	3.00	3.00	3.00
Systems Administrator	-	1.00	1.00	1.00
Systems Analyst III	-	1.00	1.00	1.00
Total FTE	4.00	7.00	7.00	7.00
GEOGRAPHIC INFORMATION SYSTEMS				
Geographic Information Systems Coordinator	1.00	1.00	1.00	1.00
Geographic Information Systems Technician III	1.00	1.00	1.00	1.00
Programmer Analyst	1.00	1.00	1.00	1.00
Systems Analyst I/II	1.00	1.00	1.00	1.00
Total FTE	4.00	4.00	4.00	4.00
HELPDESK OPERATIONS				
Computer Network Engineer I/II	-	7.00	7.00	7.00
Computer Network Engineer III	-	1.00	1.00	1.00
Public Safety Info Tech Manager	-	1.00	-	-
Systems Administrator	-	-	1.00	1.00
Total FTE	0.00	9.00	9.00	9.00
COMPUTING AND NETWORK SYSTEMS				
Computer Network Engineer I/II	2.00	-	-	-
Computer Network Engineer III	2.00	5.00	5.00	5.00
Systems Administrator	1.00	1.00	1.00	1.00
Systems Analyst III	1.00	-	-	-
Total FTE	6.00	6.00	6.00	6.00
COMMUNICATIONS AND SECURITY SYSTEMS				
Computer Network Engineer III	-	1.00	1.00	1.00
Project Manager	1.00	1.00	-	-
Systems Administrator	-	-	1.00	1.00
Total FTE	1.00	2.00	2.00	2.00
INFORMATION TECHNOLOGY TOTAL	15.00	28.00	28.00	28.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
301-CAPITAL OUTLAY FUND				
INFORMATION TECHNOLOGY				
7365-CAPITAL OUTLAY	427,000	-	394,315	-
INFORMATION TECHNOLOGY Total	427,000	-	394,315	-
<hr/>				
301-CAPITAL OUTLAY FUND Total	427,000	-	394,315	-
<hr/>				
731-INFORMATION TECHNOLOGY				
INFORMATION TECHNOLOGY				
7301-ENTERPRISE INFORMATION SYSTEMS MANAGEMENT	980,761	1,581,475	1,943,013	1,444,931
7302-GEOGRAPHIC INFORMATION SYS- TEMS	631,992	606,160	605,401	712,539
7303-HELP DESK OPERATIONS	-	460,511	439,840	649,465
7304-PERSONAL COMPUTER/NETWORK SYSTEMS	838,713	1,039,086	817,227	1,067,151
7305-DOCUMENT PUBLISHING SERVICES	33,765	7,428	7,428	-
7306-TELECOMMUNICATIONS	893,578	756,959	1,084,891	1,100,427
7353-CAPITAL IMPROVEMENTS	(2,397)	-	221,170	-
7359-CAPITAL IMPROVEMENTS	(464)	-	-	-
7360-CAPITAL IMPROVEMENTS	-	-	79,107	-
7361-CAPITAL IMPROVEMENTS	-	-	67,921	360,000
7363-CAPITAL IMPROVEMENTS	-	-	57,584	-
7364-CAPITAL IMPROVEMENTS	-	-	454,789	-
7366-CAPITAL OUTLAY	-	-	-	-
7369-CAPITAL IMPROVEMENTS	-	-	139,777	-
7370-CAPITAL IMPROVEMENTS	-	-	76,819	-
INFORMATION TECHNOLOGY Total	3,375,948	4,451,619	5,994,967	5,334,513
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731-INFORMATION TECHNOLOGY Total	3,375,948	4,451,619	5,994,967	5,334,513
<hr/>				
INFORMATION TECHNOLOGY Grand Total	3,802,948	4,451,619	6,389,282	5,334,513

EXPENDITURES BY TYPE BY FUND

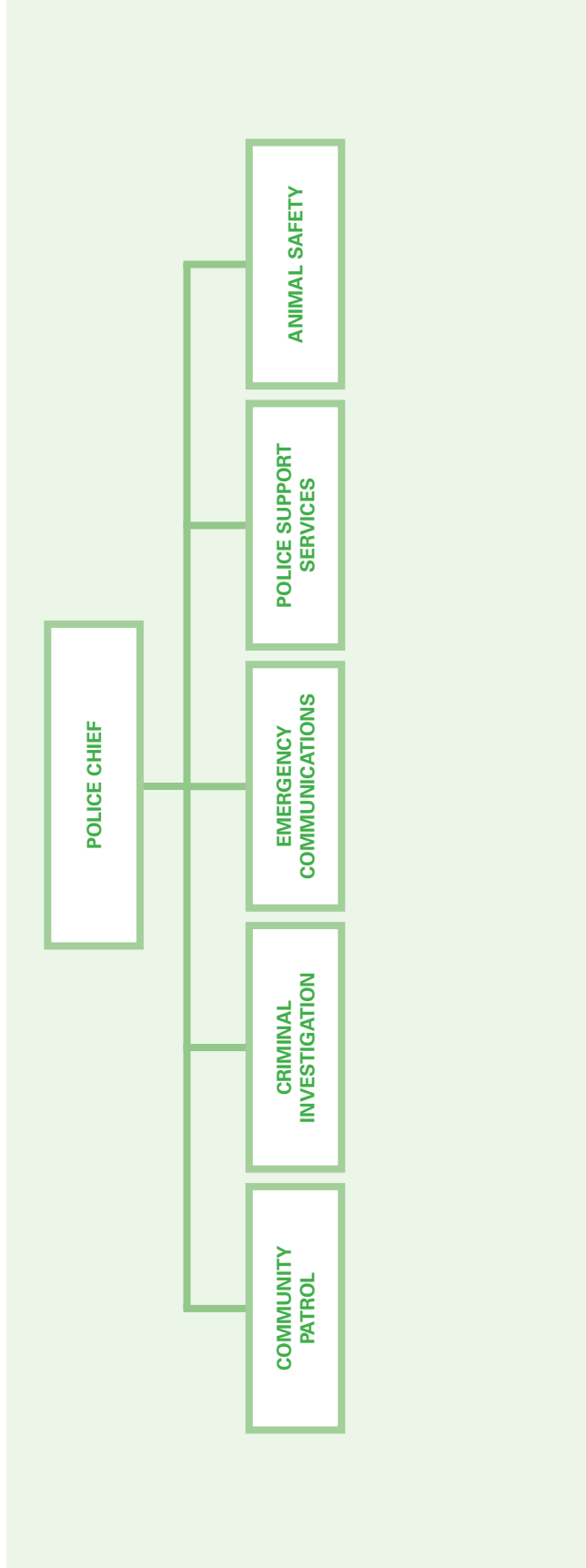
	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
301-CAPITAL OUTLAY FUND				
INFORMATION TECHNOLOGY				
2-OTHER O&M EXPENSE	427,000	-	394,315	-
4-CAPITAL OUTLAY	-	-	-	-
INFORMATION TECHNOLOGY Total	427,000	-	394,315	-
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301-CAPITAL OUTLAY FUND Total	427,000	-	394,315	-
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731-INFORMATION TECHNOLOGY				
INFORMATION TECHNOLOGY				
1-PERSONNEL	1,584,214	2,699,958	2,699,958	3,050,273
2-OTHER O&M EXPENSE	1,751,734	1,561,661	2,321,897	2,094,240
4-CAPITAL OUTLAY	40,000	190,000	973,112	190,000
INFORMATION TECHNOLOGY Total	3,375,948	4,451,619	5,994,967	5,334,513
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731-INFORMATION TECHNOLOGY Total	3,375,948	4,451,619	5,994,967	5,334,513
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INFORMATION TECHNOLOGY Grand Total	3,802,948	4,451,619	6,389,282	5,334,513

FY 2017-18
Proposed Budget

Police Department



Police Department



*This does not include 10 unfunded positions.

Police Department

Mission:

“Protecting our Community with Exceptional Service.”

Programs:

- **Community Patrol**
- **Criminal Investigation**
- **Support Services**
- **Emergency Communications**
- **Animal Safety**

Accomplishments – FY 2016-17:

- By the end of 2016, a five-year trend of rising crime rates had reversed itself; Oxnard witnessed a 7.6% overall decrease in “Part One” crimes. “Part One” crimes are those eight crime categories that law enforcement agencies across the nation report to the Department of Justice.
- As part of the strategy to enhance community policing and problem-solving efforts, the Neighborhood Policing Team (“NPT”) was formed and deployed at the start of FY 2016-2017. The NPT has been an instrumental part of restoring neighborhood policing, addressing neighborhood problems that impact crime, traffic safety, and the quality of life in Oxnard.
- The Department continued a series of community meetings to revitalize Neighborhood Watch efforts and revitalize neighborhood communication. The neighborhood networking site, Nextdoor.com, entered 2016 with approximately 6,000 enrolled persons, and finished out 2016 with over 9,000 in 58 “neighborhoods.”
- During 2016, the Police Department deployed 150 body worn cameras to its officers. This equips almost all of the Department’s field personnel.
- The Police Department began a series of outreach forums, intended to build police-community relationships and prevent crime.

City Council Strategic Priority Areas:

Some of the programs listed in this Department budget help to implement the City Council’s Strategic Priority Areas; specifically:

Quality of Life

Goal 1 - Improve community safety and quality of life through a combination of prevention, intervention, and suppression efforts that address crime and underlying issues.

- Goal 1.a. Create a renewed focus on police/community relations with underserved communities and youth population.
- Goal 1.d. Examine options for long term sustainability of public safety services to ensure an efficient and effective public safety service delivery model.

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

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

- Goal 3.a.2. Focus on using social media to establish a positive outlook and spread positive messages of our City.
- Goal 3.b.2. Foster increased collaboration with neighborhood councils and neighborhood watch programs.
- Goal 3.c. Improve our methods of communicating with residents, businesses and neighborhoods (e.g. leverage social media and tools like Nextdoor).

Core Functions:

Function 1 - Community Patrol

Serving as first responders to emergency and routine calls for service, and handling preliminary investigations.

Responding to high-risk and critical public safety-related incidents.

Providing focused and informed policing services to the community, with an emphasis placed upon problem solving.

Working full-time on school campuses to handle police issues and to break down police/youth barriers.

Reducing the number of traffic collisions on our roadways through enforcement, education and working with the City's Traffic Engineer.

Providing consistent and proactive gang enforcement while participating in prevention and intervention strategies.

Providing support to investigative efforts with the Special Enforcement Unit.

Addressing issues related to vagrancy.

Engaging the community as well as neighborhoods, promoting their organizing and working with the Department to prevent crime, reduce victimization, and improve the quality of life.

Promoting interactions with the community that build trust, confidence, and positive relationships with the Police Department.

Function 2 - Criminal Investigation

Responsible for investigative, analytical, and crime victim services to the residents of Oxnard.

Investigating crimes related to domestic violence and sexual assault, including but not limited to: spousal and domestic battery, rape, attempted rape, sexual battery, child endangerment, child molestation, and dependent elder abuse.

Responding to community concerns and conducting investigations into the sales, transportation, and distribution of illegal drugs within the City of Oxnard.

Investigating a wide array of criminal activity ranging from property crimes to violent crimes and crimes involving gang members.

Maintaining the City's two gang injunctions.

Providing outreach to owners and managers of local properties the opportunity to participate in the Crime Free Multi-Housing Program, which seeks to encourage crime prevention strategies on properties in the Oxnard community, including crime prevention through environmental design (CPTED) and accountability-based approach towards criminal behavior by tenants or their guests.

Function 3 - Support Services

Responsible for administration of the Department including recruitment and training, management of financial and information resources, oversight of incoming property and evidence, and adherence to existing laws that govern public records to ensure transparent operations, and to provide quality customer service to the public, employees and other agencies.

Investigating complaints of misconduct against employees and conducting audits of Department processes to ensure best practices and policies are practiced.

Managing, assigning, training, and evaluating personnel in implementing community affairs programs, events, and initiatives.

Function 4 - Emergency Communications

Emergency Communications supports public safety personnel with the highest and most efficient communication and dispatch services possible by providing expedient, courteous, and professional service to the community.

Answering and processing calls on non-emergency, seven-digit emergency, wireless, and 9-1-1 emergency lines.

Monitoring pending calls and those currently being handled by responders while prioritizing pending calls appropriately and assigning the appropriate number of responders in a logical geographical deployment plan using both routine and alternate resources while keeping in mind responder assignment responsibilities.

Function 5 - Animal Safety

Promoting responsible animal ownership and safety.

Providing animal safety services to the community, with emphasis upon increasing awareness and gaining compliance for animal licensing and enforcement.

Quantitative and Qualitative Performance Measures:

	FY2015-2016	FY2016-2017 Goal	FY2016-2017 Projected	FY2017-2018 Goal
Respond to Priority 1+ calls (emergency with a threat to life) in 5 minutes or less 90% of the time	87.2%	90.0%	86.2%	90.0%
Maintain a use of force to booking ratio of less than 2.0%	1.95%	<2.0%	1.95%	<2.0%
Reduce UCR Part One Crime by 10.0%	+4.8%	-10.0%	-7.6%	-10.0%
Reduce the number of injury traffic collisions by 10.0%	-9.1%	-10%	-9.6%	-10.0%

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
ANIMAL SAFETY				
Administrative Technician	-	-	-	-
Animal Safety Officer	2.00	2.00	2.00	2.00
Code Compliance Inspector I/II	-	-	-	-
Code Compliance Manager	-	-	-	-
Office Assistant I/II	-	-	-	-
Senior Animal Safety Officer	1.00	1.00	1.00	1.00
Senior Code Compliance Inspector	-	-	-	-
Total FTE	3.00	3.00	3.00	3.00
COMMUNITY PATROL				
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Assistant Police Chief	1.00	1.00	1.00	1.00
Community Service Officer	6.00	7.00	10.00	10.00
Crossing Guard	6.00	6.00	6.00	6.00
Police Commander	5.00	5.00	6.00	6.00
Police Officer I/II	147.00	151.00	151.00	151.00
Police Officer III	14.00	13.00	13.00	13.00
Police Sergeant	19.00	21.00	21.00	22.00
Police Service Officer	6.00	6.00	8.00	8.00
Senior Police Service Officer	1.00	1.00	1.00	1.00
Senior Traffic Service Assistant	2.00	2.00	2.00	2.00
Traffic Service Assistant I/II	13.00	13.00	15.00	15.00
Total FTE	221.00	227.00	235.00	236.00
CRIMINAL INVESTIGATION				
Community Service Officer	2.00	1.00	2.00	2.00
Crime Analysis Data Technician	1.00	1.00	2.00	2.00
Crime Analyst I/II	2.00	2.00	2.00	2.00
Data Entry Operator I/II	1.00	1.00	-	-
Evidence Technician I/II	3.00	3.00	3.00	3.00
Missing Persons Specialist	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00
Police Officer I/II	18.00	17.00	20.00	21.00
Police Officer III	16.00	15.00	15.00	15.00
Police Records Technician III	1.00	1.00	-	-
Police Sergeant	5.00	5.00	5.00	5.00
Sex Registrant Specialist	1.00	1.00	1.00	1.00
Victim Services Specialist	1.00	1.00	1.00	1.00
Total FTE	53.00	50.00	53.00	54.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
SUPPORT SERVICES				
Account Clerk I/II	-	-	-	-
Account Clerk III	2.00	2.00	2.00	2.00
Administrative Assistant (C)	1.00	1.00	1.00	1.00
Administrative Services Assistant (C)	2.00	2.00	2.00	2.00
Assistant Police Chief	1.00	1.00	1.00	1.00
Community Affairs Manager	1.00	1.00	1.00	1.00
Community Service Officer	-	-	-	-
Computer Network Engineer I/II	3.00	-	-	-
Computer Network Engineer III	3.00	-	-	-
Data Entry Operator I/II	-	-	-	-
Grants Specialist I/II	1.00	-	-	-
Office Assistant I/II	1.00	1.00	1.00	1.00
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00
Police Financial Manager	-	-	-	-
Police Finance/Grants Manager	1.00	1.00	1.00	1.00
Police Records Manager	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Technician I/II	14.75	14.75	12.75	12.75
Police Records Technician III	2.00	2.00	2.00	2.00
Police Sergeant	5.00	5.00	5.00	4.00
Police Word Processor I/II	7.50	7.50	7.50	7.50
Police Word Processor III	1.00	1.00	1.00	1.00
Programmer Analyst	2.00	-	-	-
Property & Evidence Custodian	1.00	1.00	1.00	1.00
Property & Evidence Technician	-	-	5.00	5.00
Public Safety Info Tech Mgr	1.00	-	-	-
Systems Analyst III	-	-	-	-
Total FTE	54.25	44.25	47.25	46.25

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
EMERGENCY COMMUNICATIONS				
Public Safety Communications Manager	1.00	1.00	1.00	1.00
Communications Training Coordinator	-	-	-	-
Public Safety Dispatcher I/II	19.00	19.00	19.00	19.00
Public Safety Dispatcher III	5.00	5.00	5.00	5.00
Total FTE	25.00	25.00	25.00	25.00
POLICE TOTAL FUNDED	356.25	349.25	363.25	364.25

ADDITIONAL AUTHORIZED UNFUNDED POSITIONS

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
COMMUNITY PATROL				
Police Officer I/II	6.00	6.00	6.00	6.00
Police Officer III	3.00	3.00	3.00	3.00
Police Sergeant	1.00	1.00	1.00	1.00
POLICE TOTAL UNFUNDED	10.00	10.00	10.00	10.00
POLICE FTE TOTAL	366.25	359.25	373.25	374.25

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
POLICE				
2101-COMMUNITY PATROL	31,797,789	32,630,436	32,625,666	34,176,964
2102-CRIMINAL INVESTIGATION	9,380,305	9,117,766	9,107,766	9,394,518
2103-POLICE SUPPORT SERVICES	6,516,577	5,778,980	5,818,750	5,924,206
2104-EMERGENCY COMMUNICATIONS	2,883,023	2,896,818	2,896,818	2,961,505
2106-CODE COMPLIANCE	2,033,128	2,120,600	2,120,600	2,101,764
POLICE Total	52,610,822	52,544,600	52,569,600	54,558,957
101-GENERAL FUND Total	52,610,822	52,544,600	52,569,600	54,558,957
103-GENERAL FUND-OPD TRAINING				
POLICE				
2101-COMMUNITY PATROL	71,096	71,096	81,096	75,712
2102-CRIMINAL INVESTIGATION	23,720	23,720	13,720	26,371
2103-POLICE SUPPORT SERVICES	-	-	-	-
POLICE Total	94,816	94,816	94,816	102,083
103-GENERAL FUND-OPD TRAINING Total	94,816	94,816	94,816	102,083
119-PUBLIC SAFETY RETIREMENT				
POLICE				
2029-COMMUNITY PATROL	-	-	-	-
2101-COMMUNITY PATROL	5,399,034	6,184,442	6,184,442	8,508,383
2102-CRIMINAL INVESTIGATION	1,351,736	1,392,444	1,392,444	586,405
2103-POLICE SUPPORT SERVICES	255,381	353,024	353,024	153,201
2104-EMERGENCY COMMUNICATIONS	523,577	-	-	-
POLICE Total	7,529,728	7,929,910	7,929,910	9,247,989
119-PUBLIC SAFETY RETIREMENT Total	7,529,728	7,929,910	7,929,910	9,247,989
173-CFD #4-SEABRIDGE MAINT				
POLICE				
2102-CRIMINAL INVESTIGATION	826,174	861,240	861,240	848,588
POLICE Total	826,174	861,240	861,240	848,588
173-CFD #4-SEABRIDGE MAINT Total	826,174	861,240	861,240	848,588

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
174-CFD #5-RIVERPARK MAINT				
POLICE				
2101-COMMUNITY PATROL	409,080	479,600	517,731	488,155
POLICE Total	409,080	479,600	517,731	488,155
174-CFD #5-RIVERPARK MAINT Total	409,080	479,600	517,731	488,155
175-CFD #2-WESTPORT MAINT				
POLICE				
2101-COMMUNITY PATROL	181,692	185,327	185,327	192,026
POLICE Total	181,692	185,327	185,327	192,026
175-CFD #2-WESTPORT MAINT Total	181,692	185,327	185,327	192,026
182-TRAFFIC SAFETY FUND				
POLICE				
2101-COMMUNITY PATROL	281,441	357,892	357,892	453,741
POLICE Total	281,441	357,892	357,892	453,741
182-TRAFFIC SAFETY FUND Total	281,441	357,892	357,892	453,741
191-ASSET SEIZURE-STATE				
POLICE				
2103-POLICE SUPPORT SERVICES	16,000	-	30,000	-
POLICE Total	16,000	-	30,000	-
191-ASSET SEIZURE-STATE Total	16,000	-	30,000	-
195-STATE COPS GRANT				
POLICE				
2030-COMMUNITY PATROL	389,227	-	813,917	-
POLICE Total	389,227	-	813,917	-
195-STATE COPS GRANT Total	389,227	-	813,917	-
217-STATE TERM GRANTS FUND				
POLICE				
2037-COMMUNITY PATROL	383,177	7,600	476,211	-
POLICE Total	383,177	7,600	476,211	-
217-STATE TERM GRANTS FUND Total	383,177	7,600	476,211	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
218-GANG VIOLENCE SUPR GRANT				
POLICE				
2029-COMMUNITY PATROL	277,000	2,800	599,830	-
POLICE Total	277,000	2,800	599,830	-
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218-GANG VIOLENCE SUPR GRANT Total	277,000	2,800	599,830	-
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219-STATE/LOCAL-MY GRANTS				
POLICE				
2038-COMMUNITY PATROL	385,172	-	924,134	-
POLICE Total	385,172	-	924,134	-
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219-STATE/LOCAL-MY GRANTS Total	385,172	-	924,134	-
<hr/>				
230-ASSET SEIZURE-VXNET FED				
POLICE				
2103-POLICE SUPPORT SERVICES	46,602	-	282,929	-
POLICE Total	46,602	-	282,929	-
<hr/>				
230-ASSET SEIZURE-VXNET FED Total	46,602	-	282,929	-
<hr/>				
248-EBM-JUSTICE ASSIST.GRANT				
POLICE				
2105-COMMUNITY PATROL	154,281	-	181,376	-
POLICE Total	154,281	-	181,376	-
<hr/>				
248-EBM-JUSTICE ASSIST.GRANT Total	154,281	-	181,376	-
<hr/>				
301-CAPITAL OUTLAY FUND				
POLICE				
2110-CAPITAL IMPROVEMENTS	-	-	672,085	-
POLICE Total	-	-	672,085	-
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301-CAPITAL OUTLAY FUND Total	-	-	672,085	-
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POLICE Grand Total	63,585,212	62,463,785	66,496,998	65,891,539

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
POLICE				
1-PERSONNEL	45,273,345	44,987,364	44,949,364	46,342,220
2-OTHER O&M EXPENSE	7,324,641	7,544,400	7,607,400	8,216,737
4-CAPITAL OUTLAY	12,836	12,836	12,836	-
POLICE Total	52,610,822	52,544,600	52,569,600	54,558,957
101-GENERAL FUND Total	52,610,822	52,544,600	52,569,600	54,558,957
103-GENERAL FUND-OPD TRAINING				
POLICE				
2-OTHER O&M EXPENSE	94,816	94,816	94,816	102,083
POLICE Total	94,816	94,816	94,816	102,083
103-GENERAL FUND-OPD TRAINING Total	94,816	94,816	94,816	102,083
119-PUBLIC SAFETY RETIREMENT				
POLICE				
1-PERSONNEL	7,529,728	7,929,910	7,929,910	9,243,034
2-OTHER O&M EXPENSE	-	-	-	4,955
POLICE Total	7,529,728	7,929,910	7,929,910	9,247,989
119-PUBLIC SAFETY RETIREMENT Total	7,529,728	7,929,910	7,929,910	9,247,989
173-CFD #4-SEABRIDGE MAINT				
POLICE				
1-PERSONNEL	86,768	111,240	111,240	25,000
2-OTHER O&M EXPENSE	739,406	750,000	750,000	823,588
POLICE Total	826,174	861,240	861,240	848,588
173-CFD #4-SEABRIDGE MAINT Total	826,174	861,240	861,240	848,588
174-CFD #5-RIVERPARK MAINT				
POLICE				
1-PERSONNEL	330,685	306,300	306,300	250,000
2-OTHER O&M EXPENSE	78,395	81,093	109,551	95,948
4-CAPITAL OUTLAY	-	92,207	101,880	142,207
POLICE Total	409,080	479,600	517,731	488,155
174-CFD #5-RIVERPARK MAINT Total	409,080	479,600	517,731	488,155

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
175-CFD #2-WESTPORT MAINT				
POLICE				
2-OTHER O&M EXPENSE	181,692	185,327	185,327	192,026
POLICE Total	181,692	185,327	185,327	192,026
175-CFD #2-WESTPORT MAINT Total	181,692	185,327	185,327	192,026
182-TRAFFIC SAFETY FUND				
POLICE				
1-PERSONNEL	275,878	308,806	308,806	326,356
2-OTHER O&M EXPENSE	5,563	49,086	49,086	127,385
POLICE Total	281,441	357,892	357,892	453,741
182-TRAFFIC SAFETY FUND Total	281,441	357,892	357,892	453,741
191-ASSET SEIZURE-STATE				
POLICE				
2-OTHER O&M EXPENSE	-	-	10,000	-
4-CAPITAL OUTLAY	16,000	-	20,000	-
POLICE Total	16,000	-	30,000	-
191-ASSET SEIZURE-STATE Total	16,000	-	30,000	-
195-STATE COPS GRANT				
POLICE				
1-PERSONNEL	-	-	-	-
2-OTHER O&M EXPENSE	102,629	-	612,965	-
4-CAPITAL OUTLAY	286,598	-	200,952	-
POLICE Total	389,227	-	813,917	-
195-STATE COPS GRANT Total	389,227	-	813,917	-
217-STATE TERM GRANTS FUND				
POLICE				
1-PERSONNEL	337,280	5,000	360,932	-
2-OTHER O&M EXPENSE	27,494	2,600	45,279	-
4-CAPITAL OUTLAY	18,403	-	70,000	-
POLICE Total	383,177	7,600	476,211	-
217-STATE TERM GRANTS FUND Total	383,177	7,600	476,211	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
218-GANG VIOLENCE SUPR GRANT				
POLICE				
1-PERSONNEL	160,000	1,800	251,800	-
2-OTHER O&M EXPENSE	117,000	1,000	341,000	-
4-CAPITAL OUTLAY	-	-	7,030	-
POLICE Total	277,000	2,800	599,830	-
218-GANG VIOLENCE SUPR GRANT Total	277,000	2,800	599,830	-
219-STATE/LOCAL-MY GRANTS				
POLICE				
1-PERSONNEL	105,491	-	229,626	-
2-OTHER O&M EXPENSE	279,681	-	694,508	-
POLICE Total	385,172	-	924,134	-
219-STATE/LOCAL-MY GRANTS Total	385,172	-	924,134	-
230-ASSET SEIZURE-VXNET FED				
POLICE				
2-OTHER O&M EXPENSE	46,602	-	217,929	-
4-CAPITAL OUTLAY	-	-	65,000	-
POLICE Total	46,602	-	282,929	-
230-ASSET SEIZURE-VXNET FED Total	46,602	-	282,929	-
248-EBM-JUSTICE ASSIST.GRANT				
POLICE				
1-PERSONNEL	-	-	5,632	-
2-OTHER O&M EXPENSE	123,726	-	130,446	-
4-CAPITAL OUTLAY	30,555	-	45,298	-
POLICE Total	154,281	-	181,376	-
248-EBM-JUSTICE ASSIST.GRANT Total	154,281	-	181,376	-
301-CAPITAL OUTLAY FUND				
POLICE				
4-CAPITAL OUTLAY	-	-	672,085	-
POLICE Total	-	-	672,085	-
301-CAPITAL OUTLAY FUND Total	-	-	672,085	-
POLICE Grand Total	63,585,212	62,463,785	66,496,998	65,891,539

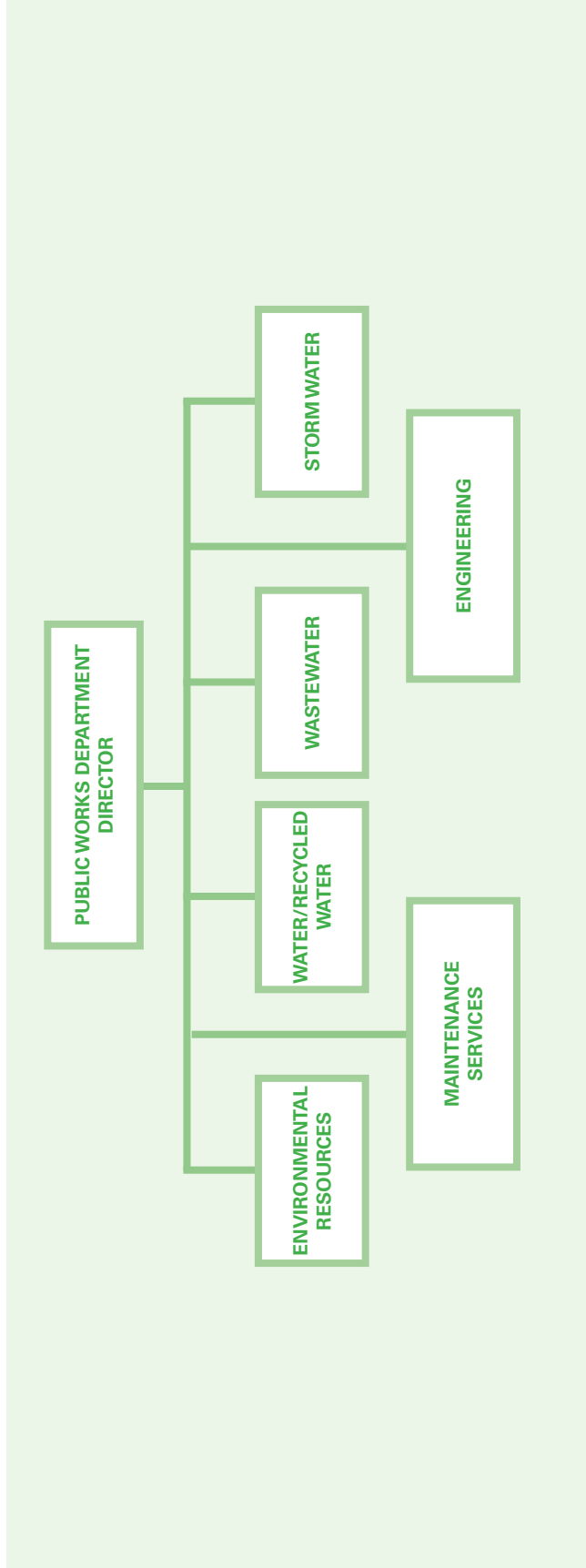
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FY 2017-18
Proposed Budget

Public Works Department



Public Works Department



Public Works Department

Mission:

The Public Works Department provides essential services to the residents of Oxnard in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

Programs:

Environmental Resources

Solid Waste Collection includes weekly collection service to over 40,000 residential customers; daily collection service to over 2,000 businesses and multi-family apartment complexes; daily collection service to over 150 industrial businesses; and on-call services.

Material Recovery includes diverting material from the waste stream to reduce the need for landfills and increase revenue from the sale of recovered recyclables.

Organic and Greenwaste Processing includes sorting and processing organic waste to create compost soil amendments and other beneficial environmental products while limiting material going to landfills.

Transfer includes transporting and disposing of approximately 200,000 solid waste and organic waste tons each year from the Del Norte Facility to permitted landfills and organics processing facilities.

ABOP / Buyback Center includes accepting and dispensing payments to customers that redeem California Redemption Value and scrap recyclables such as aluminum cans, plastic beverage containers and glass. Also receives permitted Household Hazardous Waste (HHW) such as antifreeze, batteries, oil, paint and e-waste.

Illegal Dumping and Neighborhood Cleanup includes removing illegal dumping throughout the City of Oxnard and the administration and conducting neighborhood cleanups.

Street Sweeping sweeps City streets to meet storm water permit requirements.

Water

Water Production and Treatment utilizes State Certified Operators to filter, disinfect and monitor the water supplied to the City's water customers to ensure the delivery of a safe and reliable potable water supply utilizing both imported water and groundwater treated at the Desalter to produce a product that is both aesthetically pleasing and meets or exceeds current Federal and State drinking water standards.

Water Distribution utilizes State Certified Operators to properly operate and maintain the City's system water pipelines and appurtenances, in order to provide high-quality, reliable, pressurized water service to the City's residents in compliance with all regulatory requirements.

Water Metering provides accurate metering for approximately 44,000 water meters, customer leak detection monitoring and quality customer service to the City's residents.

Recycled Water

Recycled Water Production utilizes State Certified Operators to produce purified water from the City's state of the art Advanced Water Purification Facility (AWPF).

Recycled Water Distribution utilizes State Certified Operators to ensure the proper recycled water distribution, safety and regulatory compliance recycled water to customers within the City and customers and agencies outside the City.

Indirect Potable Reuse includes operating Aquifer Storage and Recovery (ASR) wells to store and convert recycled water to potable water to responsibly manage our resources while balancing our community development needs.

Wastewater

Wastewater Collection is responsible for the maintenance, repair and upgrade of the City's wastewater collection system, including more than 400 miles of sewer lines and 15 lift stations, on both a routine and emergency basis.

Wastewater Treatment provides wastewater treatment services that emphasize dependable operations, regulatory compliance, reuse of biosolids, recycling of effluent, and stable user rates.

Laboratory Services provides laboratory analyses of biological and chemical constituents of wastewater, water, recycled water, stormwater, biosolids and industrial wastewater.

Odor Control includes operating and maintaining facilities to add magnesium hydroxide addition to wastewater collection line to reduce odor and concrete deterioration.

Storm Water

Flood Control maintains, repairs, and upgrades of the City's storm water collection system, including its catch basins, storm water lift stations, drainage pipes and ditches, on both a routine and emergency basis.

Storm Water Quality implements best management practices to reduce storm water pollution.

Maintenance Services

Parks

- **Grounds and Medians Maintenance** maintains parks, medians and open spaces in a manner that provides residents with safe, clean, and attractive outdoor open space.
- **Trees** maintains trees in parks, medians and parkways.
- **Turf Maintenance** maintains grass in parks, medians and parkways and sprays weeds in medians and streets.

Facilities and Plant Maintenance

- **Facilities** maintains over 500,000 square feet of office, shop, storage and parking space.
- **Plant** maintains solid water, water, recycled water, and wastewater plant mechanical systems.

- **Electrical and SCADA** maintains solid waste, water, recycled water, and wastewater plant electrical systems, instrumentation, and Supervisory Control and Data Acquisition (SCADA) systems.
- **Signal Maintenance** maintains traffic signals.
- **Graffiti Abatement** provides a graffiti-free environment for the residents of Oxnard and contributes to the beautification of our neighborhoods through friendly, efficient, timely, and cost-effective removal of graffiti.
- **Custodial** provides custodial services to over 200,000 square feet of office space.
- **Street Lighting** provides maintenance and repair for 1,000 city-owned street, parking lot, walkway and navigation lights throughout the city.

Fleet Services is responsible for maintenance and management of the City's 900+ vehicles and equipment fleet, valued at over \$35 million, including preventative maintenance and comprehensive inspection, as well as performance of light to heavy repairs.

Street Maintenance

- **Asphalt** provides localized maintenance for 400 miles of streets and 60 miles of alleys.
- **Concrete** maintains and repairs curbs, gutters, sidewalks and ramps.
- **Signs & Markings** maintains street markings and traffic and street signs.

Engineering

Master Planning is responsible for master planning, asset management, pavement management system.

Design Services is responsible for civil, mechanical, electrical and architectural engineering and design of Solid Waste, Water, Recycled Water, Wastewater, Storm Water, Streets, Parks, and Facilities Projects.

Construction Services is responsible for contract administration, construction management, survey, inspection, Labor Compliance and Customer Service for Public Works Construction Projects.

Asset Management includes evaluating the condition of City assets, prioritizing and planning work, maintaining a computerized maintenance management system, performing maintenance and repair, and replacing assets.

Traffic Engineering is responsible for planning and design of traffic systems including: traffic signals, pavement markings, traffic signs, bicycle routes, and the Intelligent Transportation System (ITS).

Environmental Compliance and Program Management

Environmental Compliance/Water Resources Quality Program

- **Wastewater Source Control** provides regulatory compliance oversight to other City programs, the City's industrial and business community, and regional customers as required by the City's National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater System.
- **Stormwater Quality Management** is responsible for compliance with the Countywide National Pollutant Discharge Elimination System (NPDES) Storm Water Permit related to storm water discharges generated by runoff from land and impervious areas, such as paved streets, parking lots, and building rooftops during rainfall events.

- **Water Quality and Cross Connection Control** is responsible for the quality of the City's water supplies, from source to treatment to customers, minimizing the risk of customer activities leading to contamination of the water in the distribution system.

Sustainability

- **Recycling Program** is responsible for education and community outreach promoting sustainable living through source reduction, composting and safe disposal of electronic waste and household hazardous waste.
- **Water Conservation and Education Program** protects future water resources through effective conservation practices by providing education and training, funding opportunities, and technical assistance to all City water customers. Activities include public outreach, education, monitoring, and enforcing programs for efficient utilization of the City's water resources.
- **Graffiti Action Program (GAP)** provides a graffiti-free environment for the residents of Oxnard and contributes to the beautification of our neighborhoods through friendly, efficient, timely, and cost-effective customer service.
- **Energy Program** manages energy conservation and alternative energy projects.
- **Health, Safety & Disaster** is responsible for environmental health and safety, disaster preparation, physical security and investigations.

Program Management

- **Transit and Transportation** is responsible for planning and funding of transit and transportation programs and projects.
- **Utilities** is responsible long-range planning of water resources and solid waste processing, rates studies, and agency agreements. Develops Urban Water Management Plan and Zero Waste Plan.
- **Permitting** is responsible for regulatory compliance with local, state and federal agencies.
- **Oxnard Transportation Center** is an intermodal transit center in historic downtown Oxnard, California. The station serves Amtrak and Metrolink trains as well as local and regional buses.
- **River Ridge Golf Club** provides the residents of Oxnard with an exceptional recreational facility offering country club quality at publicly affordable prices. It features two 18-hole championship golf courses, complete practice facilities including an all-grass driving range, two practice putting greens and two practice chipping greens.

Public Works Finance and Administration

Public Works Administration includes processing agenda reports, human resources support, administrative support, inter-agency coordination, and oversight and quality control of Public Works processes and procedures.

Customer Service operates the Public Works call center which processes solid waste and water service orders, answers questions from residents and enters and tracks work orders.

Procurement, Contract and Grant Management develops, processes and manages contracts for purchasing, consulting and public works construction.

Capital Improvement Program (CIP) Management develops CIP plans and tracks and monitors CIP projects.

Accomplishments – FY 2016-2017:

- **Environmental Resources**
 - Three years of realized cost savings of over \$2.0 million per year and maintaining overall 36% increase of waste diversion since February 1, 2014 transition of Del Norte Facility to City operation from previous operator.
 - Received delivery of five compressed natural gas (CNG) trucks to reduce carbon footprint, reduce repair and fuel expense, improve reliability, and provide better quality of life for Oxnard residents through cleaner emissions.
 - Installed upgraded video surveillance and data storage system at Del Norte.
 - Installed GPS systems in all ER vehicles.
 - Reduced work-related injuries and Worker's Comp costs below industry standards.
 - Integrated Oxnard 311 Application into illegal dumping and City-wide cleanup efforts

- **Water**
 - Treated and delivered approximately 20 million gallons daily (22,000 acre-ft/yr) of potable water, serving approximately 44,000 customer accounts.
 - Implemented passthrough cost for revenue recovery.
 - Completed recycled water billing agreement.
 - Completed recycled water billing for golfcourse use.
 - Completed Tri Annual Federal Public Health Goal Reporting.
 - Implemented Water distribution water quality profile and assesment.
 - Compliance with all State primary drinking water quality standards
 - Reduced water division consultant services and expenditures
 - Implemented internal onsite operator certification course.
 - Continued Oxnard Schools outreach program.
 - Implemented and completed phase 1 meter reading efficiency audit.
 - Completed cross connection ordianance and program audit

- **Wastewater**
 - Treated 17 to 19 mil gal/day (19,000 to 20,900 acre-ft/yr) of wastewater
 - Hosted the California Water Environment Association (CWEA) Tri-Counties March 2017 Workshop.
 - Successful partnership with City Corps on wastewater treatment, collection, and stormwater internship programs. As a result, City of Oxnard won the Helen Putnam award from the California League of Cities.
 - Completed Environmental Laboratory accreditation program audit sponsored by the State Water Resources Control Board.
 - Completed Headworks odor control system cleaning and chemical feed system modifications with in house resources.
 - Rebuilt and repaired grit pumps, lift station pumps, interstage pump station lift pumps, grit compactors, influent pump cooling system with in house resources.
 - Implemented wastewater treatment plant Storm Water Pollution Prevention Plan.
 - Removed snail build-up in the activatied sludge tank.
 - Managed treatment plant while experiencing significant rain events (storm of the decade) without any permit violations. Staff also prevented any flooding in the Oxnard Shores neighborhood while optimizing heavy equipment and pump resources.
 - Implemented sewer condition assessment program and spill containment contingency plan.

- Sanitary sewer overflows during Fiscal Year 2016-17 were below the regional and statewide average per 100 miles of pipeline. Oxnard is 0.70 per 100 miles of pipe, State of California Average is 21.00.
- **Maintenance Services**
 - **Park Maintenance**
 - Completion of Eastwood Park Improvements: New restroom roof, additional security lighting, new park monument sign.
 - Completion of Wilson Park improvements: demolition of existing restroom and installation of new style “Portland Loo” restroom.
 - Completed beach sand moving project in August 2016. This was a 2 month long process involving rental tractors and staff from the Parks and Streets Divisions.
 - **Facility and Plant Maintenance 2017**
 - Replaced failing 100 ton chiller at south side Oxnard Public Library with energy-efficient model.
 - Instalation of Tex-Kote exterior wall covering at Colonia Boxing Center.
 - Refurbished kitchen facility at Wilson Senior Center and installed ADA compliant ramp to meet current compliance requirements.
 - **Fleet Services**
 - To maximize the potential and value of its technicians, the Automotive Service Excellence (ASE) society’s “Blue Seal of Excellence” program is heavily emphasized, hallmarking technician certification. In 2006, Fleet Services first ASE Blue Seal recognition was gained and is currently in its 11th year of this national recognition/certification program.
 - **Street Maintenance**
 - Resurfaced a number of projects including:
 - The travel lanes of Eastman Avenue from Rose Avenue to Lombard Street.
 - Teal Club Road from Ventura Road to 580 feet west of Ventura Road.
 - Paseo Mercado from Auto Center Drive to Ventura Blvd.
 - Over 2,151 tons of asphalt & 133 tons of cold patch.
 - Resolved:
 - 89 work orders for repairs of sidewalks & curbs.
 - 289 work orders for weed abatement & illegal dumping.
 - 62 work orders for repairs of sidewalks & curbs.
 - **Graffiti Action Program (GAP)**
 - For FY 15-16: Documented 43,493 incidents of graffiti vandalism in the City. (YTD from 7-1-16 thru 3-22-17.)
- **Engineering**
 - Resurfacing projects completed in 2015-2016:
 - South Bank neighborhood street resurfacing project
 - Crack Seal Project
 - Hueneme Widening project
 - College Estates neighborhood street resurfacing project
 - Alleys Phase I
 - Bryce Canyon North neighborhood street resurfacing project
 - Hobson Park West neighborhood street resurfacing project
 - Resurfacing projects completed in 2016-2017:
 - Sierra Linda neighborhood resurfacing project
 - Orchard Park neighborhood resurfacing project
 - Pleasant Valley neighborhood resurfacing project
 - Alleys Phase II

City Council Strategic Priority Areas:

Some of the programs listed in this Department help to implement the City Council's Strategic Priority Areas, specifically:

Infrastructure and Natural Resources

Goal 1 - Ensure Master plans for all City infrastructure are current, synchronized and consistent with the General Plan.

- 1.a. Complete the Public Works Integrated Master Plan.
 - 1.a.1. Complete Water, Wastewater, and Storm Water master plans.
 - 1.a.3. Complete the Environmental Resources (ER) Master Plan.
 - 1.a.4. Complete a city-wide Parks Master Plan.
- 1.b. Develop master plans for other City facilities and vehicles.
 - 1.b.1. Complete Maintenance Services Master Plans (Facilities and Fleet) including Americans with Disabilities Act (ADA) plan and Landscape Standards.

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

- 2.a. Develop a City-wide asset management program.
 - 2.a.2. Identify priorities based on day-to-day operations, critical needs, condition, and use.
 - 2.a.3. Identify short term, midterm, and long term projects.
 - 2.a.4. Implement a computerized maintenance management system (CMMS) for all City assets.
- 2.c. Sell unneeded City assets.
 - 2.c.1. Identify unneeded assets.

Goal 3 - Ensure Funding is adequate to meet the goals of the master plans.

- 3.a. Maximize funding sources.
 - 3a.4. Apply for grants through Watershed Protection District, State Water Bonds, etc..

Goal 4 - Ensure proper construction and maintenance of infrastructure to provide maximum benefit with lowest life cycle cost following CIP plans.

- 4.a. Implement CIP plans.
 - 4.a.1. Complete the balance of local street paving projects funded by Measure "O".
 - 4.a.2. Complete plans for Wastewater Treatment Plant (WWTP) urgent needs emergency projects.
 - 4.a.3. Complete plans to expand the Advanced Water Purification Facility (AWPF) production by 50%.
- 4.b. Catch up on deferred maintenance for City facilities.
 - 4.b.1. Coordinate maintenance functions Citywide to increase efficiency.
 - 4.b.2. Perform facility maintenance and equipment replacement per Asset Management Plans.

Goal 5 - Ensure orderly development and long-range conservation and management of our natural resources and coastal assets.

- 5.a. Develop and implement a sustainability program.
 - 5.a.1. Combine recycling and water conservation staff and create a Sustainability Manager position.
 - 5.a.2. Develop a coordinated Solid Waste and Wastewater waste to energy plan.
- 5.b. Protect ocean and waterways.
 - 5.b.1. Implement storm water Best Management Practices (BMPs).

Core functions:

Function 1 - Goals Supporting Organizational Development.

- Convert approximately 50 temporary ER employee positions to full-time equivalent positions and complete pending employee recruitments.
- Replace contract staffed positions and contracted engineering and maintenance services with City staff.
- Continue recruitment of State Certified Operators to meet City water and recycled water operational and regulatory needs.

Function 2 - Goals Supporting Economic Development.

- Design A St parking and bike lane components of the downtown master plan.

Function 3 - Goals Supporting Quality of Life.

- Coordinate neighborhood cleanups with “Meet Up Clean Up” events.
- Initiate City Corps Certification Project enabling City Corps to receive “Bottle Bill” funding for recycling and cleanup activities.

Function 4 - Goals Supporting Infrastructure and Natural Resources.

- Complete design services related to emergency projects for the wastewater treatment plant infrastructure.
- Continue acquisition of CNG vehicles to transition entire solid waste fleet from diesel fuel to CNG.
- Begin installation of video surveillance camera and data storage systems at Water, Wastewater and Corporate Yard facilities.
- Complete resurfacing projects:
 - Camino del Sol arterial resurfacing project
 - Vineyard Avenue arterial resurfacing project
 - La Colonia neighborhood resurfacing project -Phase One
 - Windsor neighborhood resurfacing project
 - Rio Lindo neighborhood resurfacing project

Quantitative and Qualitative Performance Measures:

		FY2015-2016	FY2016-2017 Goal	FY2016-2017 Projected	FY2017-2018 Goal
Tons of recyclables diverted from landfill.	Environmental Resources	50	60	75	100
Wastewater Treatment Plant NPDES Permit days of Non-compliance.	Wastewater	1	<3	3	<5
Number of wastewater spills per miles of pipe. (State of California Average is 13.00.)	Wastewater	.7	<2	.7	<2
Miles of sewer pipeline cleaned	Wastewater	190	200	200	200
Miles of sewer pipeline video inspection	Wastewater	21	47	47	50
Average water emergency response time (hours)	Water	1	<1	1	1
Number of Resurfacing Projects that are completed	Engineering	8	8	3	5
Source control unannounced inspections	Env. Comp & PM	0	20	9	20
Cross-Connection unannounced inspections	Env. Comp & PM	0	20	9	20

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
FACILITIES MAINTENANCE				
Administrative Technician	0.10	0.10	0.10	-
Construction Project Manager	1.00	1.00	1.00	1.00
Custodial Supervisor	1.00	1.00	1.00	1.00
Custodian	11.00	11.00	11.00	11.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Worker I/II	4.00	4.00	4.00	4.00
HVAC Technician	3.00	3.00	3.00	3.00
Maintenance Carpenter	2.00	2.00	2.00	2.00
Maintenance Electrician	1.00	1.00	1.00	1.00
Maintenance Plumber	1.00	1.00	1.00	1.00
Maintenance Services Manager	0.20	0.20	0.20	0.20
Office Assistant II	0.40	0.40	0.40	1.00
Senior Facilities Maintenance Worker	2.00	2.00	2.00	2.00
Total FTE	27.70	27.70	27.70	28.20
FLEET SERVICES MAINTENANCE				
Administrative Assistant	1.00	1.00	1.00	-
Customer Service Rep I	1.00	1.00	1.00	1.00
Fleet Services Maintenance Worker	1.00	1.00	1.00	1.00
Fleet Services Mechanic I/II	18.00	18.00	18.00	18.00
Fleet Services Mechanic Supervisor	2.00	2.00	2.00	2.00
Fleet Services Manager	1.00	1.00	1.00	1.00
Maintenance Services Manager	0.20	0.20	0.20	0.20
Management Analyst III	0.10	-	-	-
Senior Fleet Services Mechanic	6.00	6.00	6.00	6.00
Tire Repairer	1.00	1.00	1.00	1.00
Total FTE	31.30	31.20	31.20	30.20
GRAFFITI ACTION PROGRAM				
Graffiti Action Coordinator	1.00	1.00	1.00	1.00
Management Analyst III	0.35	-	-	-
Office Assistant I/II	1.00	1.00	1.00	1.00
Groundswoker I	-	-	-	6.00
Total FTE	2.35	2.00	2.00	8.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
PARKS & FACILITY DEVELOPMENT				
Construction Project Coordinator	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Office Assistant II	-	-	-	1.00
Total FTE	2.00	2.00	2.00	3.00
PARKS, PUBLIC GROUNDS, & OPEN SPACE				
Administrative Assistant	-	-	-	1.00
Administrative Secretary I/II	1.00	1.00	1.00	1.00
Administrative Technician	0.70	0.70	0.70	-
Groundswoker I/II	8.00	8.00	8.00	39.00
Maintenance Plumber	1.00	1.00	1.00	1.00
Maintenance Services Manager	0.20	0.20	0.20	0.20
Management Analyst III	0.20	-	-	-
Office Assistant I/II	0.60	0.60	0.60	-
Parks Manager	-	-	-	1.00
Parks Maintenance Supervisor	1.00	1.00	1.00	2.00
Senior Facilities Maintenance Worker	-	-	-	1.00
Senior Groundswoker	1.00	1.00	1.00	2.00
Senior Tree Trimmer	-	-	-	1.00
Total FTE	13.70	13.50	13.50	49.20
RIVERRIDGE GOLF COURSE				
Maintenance Services Manager	0.20	0.20	0.20	0.20
Management Analyst III	0.10	-	-	-
Total FTE	0.30	0.20	0.20	0.20
STREET MAINTENANCE				
Administrative Secretary III	1.00	1.00	1.00	1.00
Equipment Operator	5.00	5.00	5.00	5.00
Maintenance Services Manager	0.15	0.15	0.15	0.20
Management Analyst III	0.05	0.15	0.15	-
Senior Street Maintenance Worker	4.00	4.00	4.00	4.00
Street Maintenance Worker I/II	3.00	3.00	3.00	4.00
Streets Manager	1.00	1.00	1.00	1.00
Traffic Safety Maintenance Worker	2.00	2.00	2.00	2.00
Total FTE	16.20	16.30	16.30	17.20

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
STREET LANDSCAPING				
Administrative Technician	0.20	0.20	0.20	-
Groundswoker I/II (or Maintenance Worker Trainee)	2.00	2.00	2.00	-
Maintenance Services Manager	0.05	0.05	0.05	-
Management Analyst III	0.20	-	-	-
Parks Maintenance Supervisor	2.00	2.00	2.00	-
Senior Facilities Maintenance Worker	1.00	1.00	1.00	-
Senior Groundswoker	3.00	3.00	3.00	-
Senior Tree Trimmer	1.00	1.00	1.00	-
Total FTE	9.45	9.25	9.25	0.00
STREET TREES & MEDIANS				
Groundswoker I/II	1.00	1.00	1.00	5.00
Office Assistant I	-	-	-	1.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00
Parks Manager	-	1.00	1.00	-
Senior Groundswoker	1.00	1.00	1.00	1.00
Tree Trimmer	-	-	-	1.00
Total FTE	3.00	4.00	4.00	9.00
GENERAL SERVICES TOTAL				
	106.00	106.15	106.15	145.00
ADMINISTRATION				
Accounting Clerk I/II	-	-	-	1.00
Administrative Legal Assistant (C)	1.00	1.00	1.00	1.00
Administrative Secretary III	1.00	1.00	1.00	-
Administrative Technician	-	-	-	1.00
Grants Specialist I	-	-	-	1.00
Deputy Director	-	-	-	1.00
Management Analyst II	-	-	-	1.00
Management Analyst III	-	0.85	0.85	1.00
Public Works Director	1.00	1.00	1.00	1.00
Total FTE	3.00	3.85	3.85	8.00
ENGINEERING DESIGN & CONTRACT ADMIN				
Design & Construction Services Manager	0.25	0.25	0.25	0.25
Engineering Technician I/II	1.00	1.00	1.00	1.00
Total FTE	1.25	1.25	1.25	1.25

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
CONSTRUCTION SERVICES - STREETS				
Account Clerk I/II	0.10	0.10	0.10	0.10
Administrative Secretary III	0.10	0.10	0.10	0.10
Administrative Technician	0.10	0.10	0.10	0.10
Construction Inspector I/II	3.00	3.00	3.00	3.00
Construction & Maintenance Engineer	-	-	-	-
Management Analyst I/II	0.10	0.10	0.10	0.10
Management Analyst III	-	-	-	-
Public Works Construction Project Manager	1.00	1.00	1.00	1.00
Recycling Manager	-	-	-	-
Senior Construction Inspector	-	-	-	-
Total FTE	4.40	4.40	4.40	4.40
SURVEY SERVICES				
City Surveyor	-	-	-	-
Engineering/Survey Technician I/II	-	-	-	-
Senior Engineering Technician/Survey Chief	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00
TRAFFIC ENGINEERING & OPERATIONS				
Associate Traffic Design Engineer	-	1.00	1.00	1.00
Traffic Engineer	-	1.00	1.00	1.00
Traffic Signal Repairer I/II	-	2.00	2.00	2.00
Traffic Signal Technician	-	1.00	1.00	1.00
Total FTE	0.00	5.00	5.00	5.00
ENGINEERING & MAINTENANCE TOTAL	9.65	15.50	15.50	16.65

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
WATER OPERATIONS				
Account Clerk I/II	0.20	0.45	0.45	-
Administrative Secretary III	1.00	1.45	1.45	1.00
Administrative Technician	0.33	0.45	0.45	-
Assistant Civil Engineer	-	0.50	0.50	-
Construction & Maint Engineer	-	0.50	0.50	-
Construction Proj Coordinator	-	0.50	0.50	-
Deputy Director - Public Works	-	-	0.33	-
Design & Const Svc's Manager	-	0.25	0.25	-
Engineer	-	0.50	0.50	-
Junior Civil Engineer	-	0.50	0.50	-
Management Analyst I/II	0.50	0.45	0.45	-
Management Analyst III	0.34	0.45	-	-
Public Works Construction Project Manager	1.00	1.00	1.00	1.00
Recycling Manager	-	0.45	-	-
Sr Civil Engineer	-	0.50	0.50	-
Utility Services Manager	-	-	-	-
Utilities Director	-	0.33	-	-
Water Division Manager	-	-	0.50	1.00
Water Programs Manager	-	-	-	-
Water Resources Manager	0.50	0.50	-	-
Total FTE	3.87	8.78	7.88	3.00
WATER CONSERVATION				
Water Conservation/Outreach Coordinator	1.00	1.00	1.00	1.00
Water Conservation/Outreach Technician	2.00	2.00	2.00	2.00
Total FTE	3.00	3.00	3.00	3.00
WATER PRODUCTION				
Chief Operator	1.00	1.00	1.00	1.00
Senior Water Treatment Plant Operator	1.00	1.00	1.00	1.00
Water Treatment Operator I/II/III	5.00	5.00	5.00	5.00
Mechanic II				1.00
Total FTE	7.00	7.00	7.00	8.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
WATER DISTRIBUTION				
Chief Operator	0.50	0.50	0.50	1.00
Engineer	1.00	-	-	-
Meter Reader	-	-	-	-
Meter Repair Worker	-	-	-	-
Public Works Construction Project Manager	1.00	-	-	-
Recycling Manager	0.25	-	-	-
Project Manager				1.00
Senior Meter Reader	-	-	-	-
Senior Meter Repair Worker	-	-	-	-
Senior Water Distribution Operator	2.00	2.00	2.00	2.00
Water Distribution Operator I/II	13.00	13.00	13.00	13.00
Total FTE	17.75	15.50	15.50	17.00
WATER METERING				
Chief Operator	0.50	0.50	0.50	1.00
Meter Reader	9.00	9.00	9.00	9.00
Meter Repair Worker	4.00	4.00	4.00	4.00
Senior Meter Reader	1.00	1.00	1.00	1.00
Senior Meter Repair Worker	1.00	1.00	1.00	1.00
Total FTE	15.50	15.50	15.50	16.00
WATER RECYCLE				
Administrative Secretary III				1.00
Assistant Civil Engineer	1.00	-	-	-
Construction & Maintenance Engineer	1.00	-	-	-
Construction Project Coordinator	1.00	-	-	-
Junior Civil Engineer	1.00	-	-	-
Electrician/Instrumentation Technician	-	-	-	-
Senior Civil Engineer	-	-	-	-
Senior Wastewater Mechanic				1.00
Wastewater Mechanic I/II	1.00	1.00	-	-
Wastewater OP In Training				1.00
Wastewater Operator I/II	1.00	1.00	1.00	2.00
Wastewater Operator III	-	-	-	1.00
Total FTE	6.00	2.00	1.00	6.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
WATER SECURITY & CONTAMINATION PRE-VENTION				
Water Regulatory Compliance Coordinator	1.00	1.00	1.00	1.00
Water Regulatory Compliance Coordinator Technician I/II	2.00	2.00	2.00	2.00
Total FTE	3.00	3.00	3.00	3.00
WATER & RECYCLED WATER TOTAL				
	56.12	54.78	52.88	56.00
SOURCE CONTROL				
Administrative Secretary I/II	0.25	0.25	0.25	0.25
Data Entry Operator I/II	0.50	0.50	0.50	0.50
Outreach/Education Specialist	1.00	1.00	1.00	1.00
Senior Wastewater Environmental Specialist	1.00	1.00	1.00	1.00
Source Control Inspector I/II	1.00	1.00	1.00	1.00
Source Control Technician	0.75	0.75	0.75	0.75
Technical Services Manager	-	-	-	-
Technical Services Manager/Water Quality Manager	1.00	1.00	1.00	1.00
Wastewater Environmental Specialist	2.00	2.00	2.00	2.00
Total FTE	7.50	7.50	7.50	7.50
STORM WATER				
Data Entry Operator I/II	0.50	0.50	0.50	0.50
Senior Wastewater Environmental Specialist	1.00	1.00	1.00	1.00
Source Control Technician	0.25	0.25	0.25	0.25
Technical Services Manager	-	-	-	-
Wastewater Environmental Specialist	2.00	2.00	2.00	2.00
Total FTE	3.75	3.75	3.75	3.75

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
COLLECTION SYSTEM MAINTENANCE				
Account Clerk I/II	0.23	0.23	0.23	0.23
Administrative Secretary I/II	0.25	0.25	0.25	0.25
Administrative Secretary III	0.22	0.22	0.22	0.22
Administrative Technician	0.22	0.22	0.22	0.22
Assistant Civil Engineer	0.25	0.25	0.25	0.25
Construction & Maint Engineer	0.25	0.25	0.25	0.25
Construction Proj Coordinator	0.25	0.25	0.25	0.25
Deputy Director - Public Works	0.33	0.33	0.33	0.33
Design & Const Svc's Manager	0.25	0.25	0.25	0.25
Electrician/Instrumentation Technician	0.30	0.30	0.30	0.30
Engineer	0.25	0.25	0.25	0.25
Junior Civil Engineer	0.25	0.25	0.25	0.25
Management Analyst I/II	0.23	0.23	0.23	0.23
Management Analyst III	-	-	-	-
Office Assistant I/II	-	-	-	-
PW Construction Projects Manager	0.50	0.50	0.50	0.50
Recycling Manager	-	-	-	-
Senior Civil Engineer	0.75	0.75	0.75	0.75
Senior Wastewater Collection Operator	1.00	1.00	1.00	1.00
Senior Wastewater Mechanic	1.00	1.00	1.00	1.00
Treatment Plant Electrician	0.15	0.15	0.15	0.15
Utilities Director	-	-	-	-
Wastewater Collection Operator I/II	7.00	7.00	7.00	7.00
Wastewater Collection Supervisor	1.00	1.00	1.00	1.00
Wastewater Division Manager	0.50	0.50	0.50	0.50
Wastewater Maintenance Manager	0.50	0.50	0.50	0.50
Wastewater Maintenance Supervisor	0.10	0.10	0.10	0.10
Wastewater Mechanic I/II	-	-	-	-
Wastewater Superintendent	-	-	-	-
Water Division Manager	0.25	0.25	0.25	0.25
Water Resources Manager	-	-	-	-
Total FTE	16.03	16.03	16.03	16.03

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
LABORATORY SERVICES				
Chemist	1.00	1.00	1.00	1.00
Laboratory Assistant	1.00	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00	1.00
Laboratory Technician	2.00	2.00	2.00	2.00
Total FTE	5.00	5.00	5.00	5.00
TREATMENT PLANT OPERATIONS				
Administrative Secretary I/II	0.25	0.25	0.25	0.25
Management Analyst III	-	-	-	-
Power Production Operator I/II	2.00	2.00	2.00	2.00
Senior Wastewater Operator	4.00	4.00	4.00	4.00
Wastewater Collection Operator I/II	-	-	-	-
Wastewater Operations Manager	-	-	-	-
Wastewater Operations Manager/Chief Operator	1.00	1.00	1.00	1.00
Wastewater Operator I/II	13.00	13.00	13.00	13.00
Wastewater Operator III	4.00	4.00	4.00	4.00
Total FTE	24.25	24.25	24.25	24.25

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
TREATMENT PLANT MAINTENANCE				
Account Clerk I/II	0.22	0.22	0.22	0.22
Administrative Secretary I/II	0.25	0.25	0.25	0.25
Administrative Secretary III	0.22	0.22	0.22	0.22
Administrative Technician	0.23	0.23	0.23	0.23
Assistant Civil Engineer	0.25	0.25	0.25	0.25
Construction & Maint Engineer	0.25	0.25	0.25	0.25
Construction Proj Coordinator	0.25	0.25	0.25	0.25
Deputy Director - Public Works	0.34	0.34	0.34	0.34
Design & Const Svc's Manager	0.25	0.25	0.25	0.25
Electrician/Instrumentation Technician	1.70	1.70	1.70	1.70
Engineer	0.25	0.25	0.25	0.25
Groundswoker I/II	1.00	1.00	1.00	1.00
Instrumentation Technician	1.00	1.00	1.00	1.00
Junior Civil Engineer	0.25	0.25	0.25	0.25
Management Analyst I/II	0.23	0.23	0.23	0.23
Management Analyst III	-	-	-	-
Office Assistant I/II	-	-	-	-
PW Construction Projects Mgr	0.50	0.50	0.50	0.50
Recycling Manager	-	-	-	-
Senior Civil Engineer	0.75	0.75	0.75	0.75
Senior Wastewater Mechanic	1.00	1.00	1.00	1.00
Transport Operator	1.00	1.00	1.00	1.00
Treatment Plant Electrician	1.85	1.85	1.85	1.85
Utilities Director	-	-	-	-
Wastewater Division Manager	0.50	0.50	0.50	0.50
Wastewater Maintenance Manager	0.50	0.50	0.50	0.50
Wastewater Maintenance Supervisor	0.90	0.90	0.90	0.90
Wastewater Mechanic I/II	11.00	11.00	11.00	11.00
Wastewater Superintendent	-	-	-	-
Water Division Manager	0.25	0.25	0.25	0.25
Water Resources Manager	-	-	-	-
Total FTE	24.94	24.94	24.94	24.94
WASTEWATER & STORM WATER TOTAL	81.47	81.47	81.47	81.47

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
Account Clerk III	-	-	-	3.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Secretary III	1.00	1.00	1.00	1.00
Customer Service Representative I/II	5.00	5.00	5.00	12.00
Environmental Resources/MRF Manager	1.00	1.00	1.00	1.00
Environmental Resources Supervisor	-	-	-	2.00
Management Analyst III	1.00	1.00	1.00	1.00
MRF Manager		1.00	1.00	2.00
Office Assistant I/II	1.00	-	1.00	1.00
Project Manager	-	-	-	1.00
Recycling Manager	-	-	-	1.00
Total FTE	11.00	11.00	12.00	27.00
Recycling Manager				1.00
Total FTE	17.11	15.50	11.00	27.00
Sustainability				
Outreach/Education Specialist	1.00	1.00	1.00	1.00
Recycling Manager	1.00	1.00	1.00	-
Recycling Marketing Manager	1.00	1.00	1.00	1.00
Total FTE	3.00	3.00	3.00	2.00
Total FTE	1.25	1.00	3.00	2.00
RESIDENTIAL COLLECTION				
Environmental Resources Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker Trainee	1.00	1.00	1.00	4.00
Solid Waste Compliance Specialist	3.00	3.00	3.00	-
Solid Waste Equipment Operator II	18.00	18.00	18.00	22.00
Total FTE	23.00	23.00	23.00	27.00
COMMERCIAL COLLECTION				
Container Service Worker	2.00	2.00	2.00	-
Environmental Resources Supervisor	0.66	0.66	0.66	1.00
Maintenance Worker Trainee	4.00	4.00	4.00	7.00
Solid Waste Compliance Specialist	1.00	1.00	1.00	-
Solid Waste Equipment Operator II	24.00	24.00	24.00	19.00
Total FTE	31.66	31.66	31.66	27.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
INDUSTRIAL COLLECTION				
Environmental Resources Supervisor	0.50	0.50	0.50	-
Solid Waste Equipment Operator II	8.00	8.00	8.00	9.00
Total FTE	8.50	8.50	8.50	9.00

WASTE TIP FLOORING PROCESSING

Customer Service Rep I	4.00	4.00	4.00	-
Environmental Resources Supervisor	0.53	0.53	0.53	-
Equipment Operator	6.00	6.00	6.00	9.00
MRF Dispatcher	0.50	0.50	0.50	2.00
Sorter	3.00	3.00	3.00	10.00
Total FTE	14.03	14.03	14.03	21.00

MATERIAL RECOVERY FACILITY PROCESSING

Container Service Worker	-	-	-	2.00
Customer Service Rep I	1.00	1.00	1.00	-
Environmental Resources Supervisor	0.53	0.53	0.53	1.00
Equipment Operator	-	-	-	3.00
Intrumentation Technician	-	-	-	1.00
Maintenance Worker Trainee	-	-	-	3.00
Mechanic II	-	-	-	1.00
MRF Dispatcher	0.50	0.50	0.50	1.00
MRF Machinery Operator	1.50	1.50	1.50	3.00
MRF Mechanic	1.50	1.50	1.50	3.00
Senior Mechanic	-	-	-	1.00
Solid Waste Equip Oper II	1.00	1.00	1.00	-
Sorter	2.00	2.00	2.00	6.00
Sorter (Limited Duration)	-	-	-	10.00
Treatment Plant Electrician	-	-	-	1.00
Total FTE	8.03	8.03	8.03	36.00

WASTE TRANSFER HAUL

Environmental Resources Supervisor	0.25	0.25	0.25	-
Solid Waste Equip Oper II	1.00	1.00	1.00	-
Solid Waste Transfer Operator	13.00	13.00	13.00	14.00
Total FTE	14.25	14.25	14.25	14.00

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
GREENWASTE CONVERSION				
Environmental Resources Supervisor	0.53	0.53	0.53	-
MRF Machinery Operator	1.50	1.50	1.50	-
MRF Mechanic	1.50	1.50	1.50	-
Sorter	1.00	1.00	1.00	-
Total FTE	4.53	4.53	4.53	0.00
Illegal Dumping & Neighborhood Clean Up				
Solid Waste Equip Oper II	-	-	-	4.00
Maintenance Worker Trainee	-	-	-	4.00
Maintenance Worker Trainee (Limited Duration)	-	-	-	4.00
Total FTE	0.00	0.00	0.00	12.00
Environmental Resources TOTAL	118.00	118.00	119.00	175.00

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
ADMINISTRATIVE SERVICES				
3301-PUBLIC WORKS ADMINISTRATION	182,081	225,616	225,616	232,507
ADMINISTRATIVE SERVICES Total	182,081	225,616	225,616	232,507
101-GENERAL FUND Total	182,081	225,616	225,616	232,507
ADMINISTRATIVE SERVICES Grand Total	182,081	225,616	225,616	232,507

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
ADMINISTRATIVE SERVICES				
1-PERSONNEL	-	73,604	36,604	-
2-OTHER O&M EXPENSE	182,081	152,012	189,012	232,507
ADMINISTRATIVE SERVICES Total	182,081	225,616	225,616	232,507
101-GENERAL FUND Total	182,081	225,616	225,616	232,507

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CONSTRUCTION AND DESIGN SERVICES				
3120-CONST. SERVICES - STREETS	80,823	144,455	144,455	-
3201-ENG. DESIGN & CONTRACT ADMIN.	138,739	81,273	81,273	85,361
3222-SURVEYING SERVICES	95,834	40,610	40,610	-
CONSTRUCTION AND DESIGN SERVICES Total	315,396	266,338	266,338	85,361
101-GENERAL FUND Total	315,396	266,338	266,338	85,361
181-STATE GAS TAX				
CONSTRUCTION AND DESIGN SERVICES				
3120-CONST. SERVICES - STREETS	902,650	821,936	696,936	1,043,892
3147-CAPITAL IMPROVEMENTS	799	-	-	-
3201-ENG. DESIGN & CONTRACT ADMIN.	233,750	230,323	230,323	217,661
3224-CAPITAL IMPROVEMENTS	76,212	-	316,917	116
9832-CAPITAL IMPROVEMENTS	28,840	-	20,772	-
3022-CAPITAL IMPROVEMENTS	-	-	350,000	-
CONSTRUCTION AND DESIGN SERVICES Total	1,242,251	1,052,259	1,614,948	1,261,669
181-STATE GAS TAX Total	1,242,251	1,052,259	1,614,948	1,261,669
210-TRANSPORTATION GRNT-STATE				
CONSTRUCTION AND DESIGN SERVICES				
9832-CAPITAL IMPROVEMENTS	840,792	-	1,451	-
CONSTRUCTION AND DESIGN SERVICES Total	840,792	-	1,451	-
210-TRANSPORTATION GRNT-STATE Total	840,792	-	1,451	-
212-TDA/LTF8-CIP FUND-99400a				
CONSTRUCTION AND DESIGN SERVICES				
3024-CAPITAL IMPROVEMENTS	-	-	1,437,200	-
CONSTRUCTION AND DESIGN SERVICES Total	-	-	1,437,200	-
212-TDA/LTF8-CIP FUND-99400a Total	-	-	1,437,200	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
275-FED.TRANSPORT. MY GRANTS				
CONSTRUCTION AND DESIGN SERVICES				
3024-CAPITAL IMPROVEMENTS	-	-	400,000	-
3067-CAPITAL IMPROVEMENTS	-	-	-	-
9832-CAPITAL IMPROVEMENTS	950,609	-	2,969	-
CONSTRUCTION AND DESIGN SERVICES Total	950,609	-	402,969	-
275-FED.TRANSPORT. MY GRANTS Total	950,609	-	402,969	-
285-CDBG ENTITLEMENT				
CONSTRUCTION AND DESIGN SERVICES				
3024-CAPITAL IMPROVEMENTS	12,000	-	5,530	-
3130-CAPITAL IMPROVEMENTS	15,456	-	743,290	-
CONSTRUCTION AND DESIGN SERVICES Total	27,456	-	748,820	-
285-CDBG ENTITLEMENT Total	27,456	-	748,820	-
314-2014 LEASE REVENUE BOND				
CONSTRUCTION AND DESIGN SERVICES				
3024-CAPITAL IMPROVEMENTS	4,060,891	-	6,315,638	-
CONSTRUCTION AND DESIGN SERVICES Total	4,060,891	-	6,315,638	-
314-2014 LEASE REVENUE BOND Total	4,060,891	-	6,315,638	-
353-STORM DRAIN FACILITY FEE				
CONSTRUCTION AND DESIGN SERVICES				
9720-CAPITAL IMPROVEMENTS	5,800	-	-	-
9832-CAPITAL IMPROVEMENTS	119,988	22,964	22,964	-
CONSTRUCTION AND DESIGN SERVICES Total	125,788	22,964	22,964	-
353-STORM DRAIN FACILITY FEE Total	125,788	22,964	22,964	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
354-CIRCULATION SYS.IMPR. FEES				
CONSTRUCTION AND DESIGN SERVICES				
3027-CAPITAL IMPROVEMENTS	(32)	-	375,131	-
3061-CAPITAL IMPROVEMENTS	(128)	-	-	-
9720-CAPITAL IMPROVEMENTS	(2,082)	-	-	-
9792-CAPITAL IMPROVEMENTS	-	-	32,772	-
9832-CAPITAL IMPROVEMENTS	-	-	-	-
CONSTRUCTION AND DESIGN SERVICES Total	(2,242)	-	407,903	-
354-CIRCULATION SYS.IMPR. FEES Total	(2,242)	-	407,903	-
358-UTILITY UNDERGROUNDING CONSTRUCTION AND DESIGN SERVICES				
3027-CAPITAL IMPROVEMENTS	-	-	424,000	-
3030-CAPITAL IMPROVEMENTS	(46,435)	-	-	-
3031-CAPITAL IMPROVEMENTS	(300,531)	-	-	-
CONSTRUCTION AND DESIGN SERVICES Total	(346,966)	-	424,000	-
358-UTILITY UNDERGROUNDING Total	(346,966)	-	424,000	-
CONSTRUCTION AND DESIGN SERVICES Grand Total	7,213,975	1,341,561	11,642,231	1,347,030

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
CONSTRUCTION AND DESIGN SERVICES				
1-PERSONNEL	9,143	82,806	82,806	-
2-OTHER O&M EXPENSE	306,253	183,532	183,532	85,361
CONSTRUCTION AND DESIGN SERVICES Total	315,396	266,338	266,338	85,361
101-GENERAL FUND Total	315,396	266,338	266,338	85,361

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
181-STATE GAS TAX				
CONSTRUCTION AND DESIGN SERVICES				
1-PERSONNEL	941,499	830,450	705,450	893,124
2-OTHER O&M EXPENSE	281,887	221,809	558,751	368,545
4-CAPITAL OUTLAY	18,865	-	350,747	-
CONSTRUCTION AND DESIGN SERVICES Total	1,242,251	1,052,259	1,614,948	1,261,669
181-STATE GAS TAX Total	1,242,251	1,052,259	1,614,948	1,261,669
210-TRANSPORTATION GRNT-STATE				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	10,898	-	-	-
4-CAPITAL OUTLAY	829,894	-	1,451	-
CONSTRUCTION AND DESIGN SERVICES Total	840,792	-	1,451	-
210-TRANSPORTATION GRNT-STATE Total	840,792	-	1,451	-
212-TDA/LTF8-CIP FUND-99400a				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	-	-	1,437,200	-
CONSTRUCTION AND DESIGN SERVICES Total	-	-	1,437,200	-
212-TDA/LTF8-CIP FUND-99400a Total	-	-	1,437,200	-
275-FED.TRANSPORT. MY GRANTS				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	251,891	-	402,969	-
4-CAPITAL OUTLAY	698,718	-	-	-
CONSTRUCTION AND DESIGN SERVICES Total	950,609	-	402,969	-
275-FED.TRANSPORT. MY GRANTS Total	950,609	-	402,969	-
285-CDBG ENTITLEMENT				
CONSTRUCTION AND DESIGN SERVICES				
4-CAPITAL OUTLAY	27,456	-	748,820	-
CONSTRUCTION AND DESIGN SERVICES Total	27,456	-	748,820	-
285-CDBG ENTITLEMENT Total	27,456	-	748,820	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
314-2014 LEASE REVENUE BOND				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	798,673	-	361,567	-
4-CAPITAL OUTLAY	3,262,218	-	5,954,071	-
CONSTRUCTION AND DESIGN SERVICES Total	4,060,891	-	6,315,638	-
314-2014 LEASE REVENUE BOND Total	4,060,891	-	6,315,638	-
353-STORM DRAIN FACILITY FEE				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	108,788	22,964	22,964	-
4-CAPITAL OUTLAY	17,000	-	-	-
CONSTRUCTION AND DESIGN SERVICES Total	125,788	22,964	22,964	-
353-STORM DRAIN FACILITY FEE Total	125,788	22,964	22,964	-
354-CIRCULATION SYS.IMPR.FEES				
CONSTRUCTION AND DESIGN SERVICES				
2-OTHER O&M EXPENSE	(2,242)	-	-	-
4-CAPITAL OUTLAY	-	-	407,903	-
CONSTRUCTION AND DESIGN SERVICES Total	(2,242)	-	407,903	-
354-CIRCULATION SYS.IMPR.FEES Total	(2,242)	-	407,903	-
358-UTILITY UNDERGROUNDING				
CONSTRUCTION AND DESIGN SERVICES				
4-CAPITAL OUTLAY	(346,966)	-	424,000	-
CONSTRUCTION AND DESIGN SERVICES Total	(346,966)	-	424,000	-
358-UTILITY UNDERGROUNDING Total	(346,966)	-	424,000	-
CONSTRUCTION AND DESIGN SERVICES Grand Total	7,213,975	1,341,561	11,642,231	1,347,030

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
GENERAL SERVICES				
5701-PARKS AND PUBLIC GROUNDS	4,333,593	4,398,390	4,467,390	4,379,717
5702-STREET LANDSCAPING	1,004,293	987,244	1,035,256	45,957
5703-GRAFFITI ACTION PROGRAM	585,831	684,395	700,808	621,772
5704-STREET MAINTENANCE & REPAIR	323,882	598,135	625,100	2,193,038
5705-STREET TREES AND MEDIANS	960,710	1,319,210	1,250,210	1,098,441
5731-STREET LIGHTING	1,480,228	1,411,600	1,411,600	-
5735-GRAFFITI ACTION PROGRAM	13,113	16,413	-	-
5751-PARKS AND FACILITIES DEVELOPMENT	305,914	328,643	328,643	269,049
GENERAL SERVICES Total	9,007,564	9,744,030	9,819,007	8,607,974
101-GENERAL FUND Total	9,007,564	9,744,030	9,819,007	8,607,974

105-STREET MAINTENANCE				
GENERAL SERVICES				
5704-STREET MAINTENANCE & REPAIR	350,000	200,000	200,000	221,504
GENERAL SERVICES Total	350,000	200,000	200,000	221,504
105-STREET MAINTENANCE Total	350,000	200,000	200,000	221,504

174-CFD #5-RIVERPARK MAINT				
GENERAL SERVICES				
5737-CAPITAL IMPROVEMENTS	126,436	-	164,224	-
GENERAL SERVICES Total	126,436	-	164,224	-
174-CFD #5-RIVERPARK MAINT Total	126,436	-	164,224	-

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
178-PARKS/REC. GRANTS-STATE				
GENERAL SERVICES				
5737-CAPITAL IMPROVEMENTS	943,481	-	-	-
GENERAL SERVICES Total	943,481	-	-	-
178-PARKS/REC. GRANTS-STATE Total	943,481	-	-	-

181-STATE GAS TAX				
GENERAL SERVICES				
5704-STREET MAINTENANCE & REPAIR	2,455,224	2,875,066	2,875,066	2,760,268
GENERAL SERVICES Total	2,455,224	2,875,066	2,875,066	2,760,268

181-STATE GAS TAX Total	2,455,224	2,875,066	2,875,066	2,760,268
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275-FED.TRANSPORT. MY GRANTS

GENERAL SERVICES

3134-CAPITAL IMPROVEMENTS	87,297	-	332,370	-
GENERAL SERVICES Total	87,297	-	332,370	-

275-FED.TRANSPORT. MY GRANTS Total	87,297	-	332,370	-
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285-CDBG ENTITLEMENT

GENERAL SERVICES

5750-CAPITAL IMPROVEMENTS	303,697	252,925	1,113,054	-
7465-CAPITAL IMPROVEMENTS	586,008	-	29,264	-
GENERAL SERVICES Total	889,705	252,925	1,142,318	-

285-CDBG ENTITLEMENT Total	889,705	252,925	1,142,318	-
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EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
351-PARK FEES-QUIMBY RESERVE				
GENERAL SERVICES				
5729-CAPITAL IMPROVEMENTS	228,175	-	25,919	-
5733-CAPITAL IMPROVEMENTS	13,088	-	100,858	-
5737-CAPITAL IMPROVEMENTS	53,132	-	9,258	-
5750-CAPITAL IMPROVEMENTS	-	-	13,320	-
5761-CAPITAL IMPROVEMENTS	-	-	22,221	-
5762-CAPITAL IMPROVEMENTS	-	-	196,080	-
5766-CAPITAL IMPROVEMENTS	-	-	18,919	-
5776-CAPITAL IMPROVEMENTS	-	-	150,482	-
9749-CAPITAL IMPROVEMENTS	818	-	631,500	-
9752-CAPITAL IMPROVEMENTS	-	-	-	-
9763-CAPITAL IMPROVEMENTS	-	-	342,729	-
9764-CAPITAL IMPROVEMENTS	-	-	2,227,623	-
9778-CAPITAL IMPROVEMENTS	-	-	32,654	-
9779-CAPITAL IMPROVEMENTS	-	-	144,208	-
9781-CAPITAL OUTLAY	7,284	-	298,275	-
9810-CAPITAL IMPROVEMENTS	-	-	278,857	-
9813-CAPITAL IMPROVEMENTS	-	-	418,178	-
9882-CAPITAL IMPROVEMENTS	-	-	143,445	-
9887-CAPITAL IMPROVEMENTS	-	-	66,600	-
GENERAL SERVICES Total	302,497	-	5,121,126	-
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351-PARK FEES-QUIMBY RESERVE Total	302,497	-	5,121,126	-
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352-PARK ACQ & DEVELOP FEES				
GENERAL SERVICES				
9752-CAPITAL IMPROVEMENTS	-	-	320,968	-
9779-CAPITAL IMPROVEMENTS	-	-	16,837	-
GENERAL SERVICES Total	-	-	337,805	-
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352-PARK ACQ & DEVELOP FEES Total	-	-	337,805	-
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735-FACILITIES MAINTENANCE				
GENERAL SERVICES				
7401-FACILITIES MAINTENANCE	3,518,671	3,527,007	3,527,007	3,895,699
GENERAL SERVICES Total	3,518,671	3,527,007	3,527,007	3,895,699
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735-FACILITIES MAINTENANCE Total	3,518,671	3,527,007	3,527,007	3,895,699

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
741-FLEET SERVICES FUND				
GENERAL SERVICES				
7501-FLEET SERVICES	9,315,726	9,197,216	9,197,216	9,379,809
7943-FLEET SERVICES	-	-	-	1,000,000
GENERAL SERVICES Total	9,315,726	9,197,216	9,197,216	10,379,809
741-FLEET SERVICES FUND Total	9,315,726	9,197,216	9,197,216	10,379,809
GENERAL SERVICES Grand Total	26,996,601	25,796,244	32,716,139	25,865,254

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
101-GENERAL FUND				
GENERAL SERVICES				
1-PERSONNEL	4,114,088	4,751,405	4,581,405	3,803,104
2-OTHER O&M EXPENSE	4,885,831	4,924,625	5,169,602	4,779,870
4-CAPITAL OUTLAY	7,645	68,000	68,000	25,000
GENERAL SERVICES Total	9,007,564	9,744,030	9,819,007	8,607,974
101-GENERAL FUND Total	9,007,564	9,744,030	9,819,007	8,607,974
105-STREET MAINTENANCE				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	350,000	200,000	200,000	221,504
GENERAL SERVICES Total	350,000	200,000	200,000	221,504
105-STREET MAINTENANCE Total	350,000	200,000	200,000	221,504
GENERAL SERVICES				
2-OTHER O&M EXPENSE	126,436	-	164,224	-
GENERAL SERVICES Total	126,436	-	164,224	-
174-CFD #5-RIVERPARK MAINT Total	126,436	-	164,224	-
178-PARKS/REC. GRANTS-STATE				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	80,751	-	-	-
4-CAPITAL OUTLAY	862,730	-	-	-
GENERAL SERVICES Total	943,481	-	-	-
178-PARKS/REC. GRANTS-STATE Total	943,481	-	-	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
181-STATE GAS TAX				
GENERAL SERVICES				
1-PERSONNEL	1,355,923	1,594,303	1,594,303	1,445,392
2-OTHER O&M EXPENSE	1,099,301	1,280,763	1,280,763	1,314,876
GENERAL SERVICES Total	2,455,224	2,875,066	2,875,066	2,760,268
181-STATE GAS TAX Total	2,455,224	2,875,066	2,875,066	2,760,268
275-FED.TRANSPORT. MY GRANTS				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	13,323	-	231,625	-
4-CAPITAL OUTLAY	73,974	-	100,745	-
GENERAL SERVICES Total	87,297	-	332,370	-
275-FED.TRANSPORT. MY GRANTS Total	87,297	-	332,370	-
285-CDBG ENTITLEMENT				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	10,009	-	171,887	-
4-CAPITAL OUTLAY	879,696	252,925	970,431	-
GENERAL SERVICES Total	889,705	252,925	1,142,318	-
285-CDBG ENTITLEMENT Total	889,705	252,925	1,142,318	-
301-CAPITAL OUTLAY FUND				
GENERAL SERVICES				
4-CAPITAL OUTLAY	-	-	-	-
GENERAL SERVICES Total	-	-	-	-
301-CAPITAL OUTLAY FUND Total	-	-	-	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
351-PARK FEES-QUIMBY RESERVE				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	18,384	-	322,438	-
4-CAPITAL OUTLAY	284,113	-	4,772,126	-
5-TRANSFERS OUT	-	-	26,562	-
GENERAL SERVICES Total	302,497	-	5,121,126	-
351-PARK FEES-QUIMBY RESERVE Total	302,497	-	5,121,126	-
352-PARK ACQ & DEVELOP FEES				
GENERAL SERVICES				
2-OTHER O&M EXPENSE	-	-	5,756	-
4-CAPITAL OUTLAY	-	-	16,837	-
5-TRANSFERS OUT	-	-	315,212	-
GENERAL SERVICES Total	-	-	337,805	-
352-PARK ACQ & DEVELOP FEES Total	-	-	337,805	-
735-FACILITIES MAINTENANCE				
GENERAL SERVICES				
1-PERSONNEL	2,287,084	2,333,966	2,333,966	2,476,126
2-OTHER O&M EXPENSE	1,141,587	1,193,041	1,193,041	1,419,573
4-CAPITAL OUTLAY	90,000	-	-	-
GENERAL SERVICES Total	3,518,671	3,527,007	3,527,007	3,895,699
735-FACILITIES MAINTENANCE Total	3,518,671	3,527,007	3,527,007	3,895,699
741-FLEET SERVICES FUND				
GENERAL SERVICES				
1-PERSONNEL	3,449,226	3,472,158	3,472,158	3,556,441
2-OTHER O&M EXPENSE	5,851,124	5,725,058	5,725,058	5,823,368
3-DEBT SERVICE	-	-	-	-
4-CAPITAL OUTLAY	-	-	-	1,000,000
5-TRANSFERS OUT	15,376	-	-	-
GENERAL SERVICES Total	9,315,726	9,197,216	9,197,216	10,379,809
741-FLEET SERVICES FUND Total	9,315,726	9,197,216	9,197,216	10,379,809
GENERAL SERVICES Grand Total	26,996,601	25,796,244	32,716,139	25,865,254

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
179-WATER RESOURCE GRANT-STA				
WATER				
6551-CAPITAL IMPROVEMENTS	-	-	1,109,250	-
9700-CAPITAL IMPROVEMENTS	606,815	-	-	-
WATER Total	606,815	-	1,109,250	-
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179-WATER RESOURCE GRANT-STA Total	606,815	-	1,109,250	-
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601-WATER OPERATING FUND				
WATER				
3410-CAPITAL IMPROVEMENTS	188,701	-	62,874	-
6001-PRODUCTION	23,017,108	24,888,001	24,471,425	25,132,361
6002-DISTRIBUTION	1,909,350	2,217,609	2,217,609	1,787,905
6003-METERING	1,295,782	1,938,807	1,938,807	2,131,036
6004-DEBT SERVICES	14,883,430	14,872,828	14,872,828	14,488,045
6010-PROCUREMENT	8,410,140	8,396,787	8,538,843	9,003,852
6011-CONSERVATION & EDUCATION	380,382	498,052	498,052	335,979
6012-RECYCLE	3,178,610	3,273,877	3,587,737	2,147,613
6045-PUBLIC INFORMATION - SPECIAL PROJECTS	148,598	151,710	184,133	177,665
6510-CAPITAL IMPROVEMENTS	388,073	368,500	375,500	-
6517-CAPITAL IMPROVEMENTS	125,555	-	-	-
6538-CAPITAL IMPROVEMENTS	1,082,794	955,000	1,093,958	-
6551-CAPITAL IMPROVEMENTS	2,094,010	640,500	3,778,346	1,000,000
6553-CAPITAL IMPROVEMENTS	18,929	25,000	25,000	-
6557-CAPITAL IMPROVEMENTS	-	-	-	-
6571-CAPITAL IMPROVEMENTS	-	-	-	-
6670-CAPITAL IMPROVEMENTS	234,795	30,000	521,882	-
9400-CAPITAL IMPROVEMENTS	-	-	-	-
9718-CAPITAL IMPROVEMENTS	11	-	17,226	-
9832-CAPITAL IMPROVEMENTS	357,605	215,000	288,340	-
WATER Total	57,713,873	58,471,671	62,472,560	56,204,456
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601-WATER OPERATING FUND Total	57,713,873	58,471,671	62,472,560	56,204,456

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
603-RESOURCE DEVELOPMENT FEE				
WATER				
6010-PROCUREMENT	-	-	-	18,475
6539-CAPITAL IMPROVEMENTS	-	-	-	-
6551-CAPITAL IMPROVEMENTS	9,488	20,000	1,536,150	-
6554-CAPITAL IMPROVEMENTS	-	-	-	-
6556-CAPITAL IMPROVEMENTS	500	-	-	-
WATER Total	9,988	20,000	1,536,150	18,475
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603-RESOURCE DEVELOPMENT FEE Total	9,988	20,000	1,536,150	18,475
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605-WATER CAP. FACILITY FUND				
WATER				
6010-PROCUREMENT	-	-	-	3,840
6551-CAPITAL IMPROVEMENTS	265,412	300,000	2,491,181	400,000
6670-CAPITAL IMPROVEMENTS	44,000	50,000	50,000	-
WATER Total	309,412	350,000	2,541,181	403,840
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605-WATER CAP. FACILITY FUNDTotal	309,412	350,000	2,541,181	403,840
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606-WATER RESOURCE FEE				
WATER				
6017-NON-DEPARTMENTAL	-	-	-	1,215
6551-CAPITAL IMPROVEMENTS	260,277	40,000	466,476	500,000
6670-CAPITAL IMPROVEMENTS	400,000	350,000	350,000	-
WATER Total	660,277	390,000	816,476	501,215
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606-WATER RESOURCE FEE Total	660,277	390,000	816,476	501,215
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608-SECURITY-CONTAM.PREV.FUND				
WATER				
6015-SECURITY & CONTAMINATION PREVENTION	898,059	1,081,174	1,081,174	1,743,287
6517-CAPITAL IMPROVEMENTS	-	-	-	-
WATER Total	898,059	1,081,174	1,081,174	1,743,287
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608-SECURITY-CONTAM.PREV.FUNDTotal	898,059	1,081,174	1,081,174	1,743,287

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
609-WATER BONDS				
WATER				
6007-UNASSOCIATED	-	-	-	-
6551-CAPITAL IMPROVEMENTS	99,449	105,200	105,200	-
6553-CAPITAL IMPROVEMENTS	44,128	61,500	61,500	-
6556-CAPITAL IMPROVEMENTS	28,191	50,000	50,000	-
WATER Total	171,768	216,700	216,700	-
609-WATER BONDS Total	171,768	216,700	216,700	-
WATER Grand Total	60,370,192	60,529,545	69,773,491	58,871,273

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
179-WATER RESOURCE GRANT-STA				
WATER				
1-PERSONNEL	-	-	50,000	-
2-OTHER O&M EXPENSE	606,815	-	50,000	-
4-CAPITAL OUTLAY	-	-	1,009,250	-
WATER Total	606,815	-	1,109,250	-
179-WATER RESOURCE GRANT-STA Total	606,815	-	1,109,250	-
601-WATER OPERATING FUND				
WATER				
1-PERSONNEL	5,098,667	5,590,959	5,769,543	6,483,968
2-OTHER O&M EXPENSE	35,642,668	37,432,884	39,229,889	34,043,880
3-DEBT SERVICE	14,464,184	14,452,828	14,452,828	14,451,608
4-CAPITAL OUTLAY	2,508,354	995,000	3,009,328	1,225,000
5-TRANSFERS OUT	-	-	10,972	-
WATER Total	57,713,873	58,471,671	62,472,560	56,204,456
601-WATER OPERATING FUND Total	57,713,873	58,471,671	62,472,560	56,204,456

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
603-RESOURCE DEVELOPMENT FEE				
WATER				
2-OTHER O&M EXPENSE	9,988	20,000	934,985	18,475
3-DEBT SERVICE	-	-	-	-
4-CAPITAL OUTLAY	-	-	601,165	-
WATER Total	9,988	20,000	1,536,150	18,475
603-RESOURCE DEVELOPMENT FEE Total	9,988	20,000	1,536,150	18,475
WATER				
2-OTHER O&M EXPENSE	309,412	350,000	2,541,181	403,840
WATER Total	309,412	350,000	2,541,181	403,840
605-WATER CAP. FACILITY FUND Total	309,412	350,000	2,541,181	403,840
606-WATER RESOURCE FEE				
WATER				
2-OTHER O&M EXPENSE	635,500	350,000	518,093	1,215
4-CAPITAL OUTLAY	24,777	40,000	298,383	500,000
WATER Total	660,277	390,000	816,476	501,215
606-WATER RESOURCE FEE Total	660,277	390,000	816,476	501,215
608-SECURITY-CONTAM.PREV.FUND				
WATER				
1-PERSONNEL	373,537	411,774	411,774	416,235
2-OTHER O&M EXPENSE	524,522	669,400	669,400	1,327,052
4-CAPITAL OUTLAY	-	-	-	-
WATER Total	898,059	1,081,174	1,081,174	1,743,287
608-SECURITY-CONTAM.PREV.FUND Total	898,059	1,081,174	1,081,174	1,743,287
609-WATER BONDS				
WATER				
1-PERSONNEL	10,131	100	100	-
2-OTHER O&M EXPENSE	116,096	141,600	141,600	-
3-DEBT SERVICE	-	-	-	-
4-CAPITAL OUTLAY	45,541	75,000	75,000	-
WATER Total	171,768	216,700	216,700	-
609-WATER BONDS Total	171,768	216,700	216,700	-
WATER Grand Total	60,370,192	60,529,545	69,773,491	58,871,273

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
181-STATE GAS TAX				
WASTEWATER				
6670-CAPITAL IMPROVEMENTS	31,938	-	108,683	-
WASTEWATER Total	31,938	-	108,683	-
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181-STATE GAS TAX Total	31,938	-	108,683	-
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353-STORM DRAIN FACILITY FEE				
WASTEWATER				
6670-CAPITAL IMPROVEMENTS	185,495	-	-	-
WASTEWATER Total	185,495	-	-	-
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353-STORM DRAIN FACILITY FEE Total	185,495	-	-	-
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358-UTILITY UNDERGROUNDING				
WASTEWATER				
6670-CAPITAL IMPROVEMENTS	5,204	-	-	-
WASTEWATER Total	5,204	-	-	-
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358-UTILITY UNDERGROUNDING Total	5,204	-	-	-
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611-W/W COLLECTION OPERATING				
WASTEWATER				
6004-DEBT SERVICES	-	-	-	-
6101-SOURCE CONTROL	7,241,876	2,273,813	2,254,856	28,022,063
6102-CFD #2 WESTPORT	444,257	-	-	-
6103-COLLECTION SYST. MAINT.	4,814,272	4,912,673	5,150,803	4,296,504
6104-DEBT SERVICES	3,159,694	3,326,035	3,124,035	3,294,108
6106-COLLECTION SYST. MAINT.	45,500	45,500	45,500	42,269
6107-CFD #4 SEABRIDGE	642,080	-	-	-
6145-PUBLIC INFORMATION - SPECIAL PROJECTS	103,163	72,998	90,091	81,117
6631-CAPITAL IMPROVEMENTS	-	-	-	155,750
6670-CAPITAL IMPROVEMENTS	-	200	126,072	-
WASTEWATER Total	16,450,842	10,631,219	10,791,357	35,891,811
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611-W/W COLLECTION OPERATING Total	16,450,842	10,631,219	10,791,357	35,891,811

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
613-W/W COLL CONNECTION FEE				
WASTEWATER				
6108-COLLECTION CONNECTION	214,141	214,141	214,141	100,003
6112-CAPITAL IMPROVEMENTS	-	-	52,168	-
6631-CAPITAL IMPROVEMENTS	-	-	-	-
6670-CAPITAL IMPROVEMENTS	-	-	68,313	-
WASTEWATER Total	214,141	214,141	334,622	100,003
613-W/W COLL CONNECTION FEE Total	214,141	214,141	334,622	100,003
621-W/W TREATMENT OPRNS				
WASTEWATER				
6145-PUBLIC INFORMATION - SPECIAL PROJECTS	609	609	-	-
6201-LABORATORY SERVICES	1,530,809	1,977,958	1,940,849	-
6202-TREATMENT PLANT OPERATIONS	7,679,394	8,391,618	7,818,012	10,795,445
6205-TREATMENT PLANT MAINT.	5,627,356	5,939,719	6,542,609	4,282,295
6206-DEBT SERVICES	6,709,322	6,696,379	6,696,379	6,488,199
6245-PUBLIC INFORMATION - SPECIAL PROJECTS	82,973	65,927	85,979	95,330
6631-CAPITAL IMPROVEMENTS	3,029,536	-	2,615,743	3,862,500
6670-CAPITAL IMPROVEMENTS	-	-	141,797	-
6690-CAPITAL IMPROVEMENTS	-	-	1,312	-
WASTEWATER Total	24,659,999	23,072,210	25,842,680	25,523,769
621-W/W TREATMENT OPRNS Total	24,659,999	23,072,210	25,842,680	25,523,769
623-W/W TREATMENT CONNECT FEE				
WASTEWATER				
6208-TREATMENT CONNECTION FEES	184,959	184,959	184,959	8,449
6670-CAPITAL IMPROVEMENTS	-	-	-	500,000
WASTEWATER Total	184,959	184,959	184,959	508,449
623-W/W TREATMENT CONNECT FEE Total	184,959	184,959	184,959	508,449
623-W/W TREATMENT CONNECT FEE				
WASTEWATER				
6670-CAPITAL IMPROVEMENTS	-	-	-	500,000
WASTEWATER Total	184,959	184,959	184,959	508,449
623-W/W TREATMENT CONNECT FEE Total	184,959	184,959	184,959	508,449

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
628-WW SEC & CONTAMINATION				
WASTEWATER				
6631-CAPITAL IMPROVEMENTS	-	-	125,000	-
WASTEWATER Total	-	-	125,000	-
628-WW SEC & CONTAMINATION Total	-	-	125,000	-
WASTEWATER Grand Total	41,732,578	34,102,529	37,387,301	62,024,032

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
181-STATE GAS TAX				
WASTEWATER				
1-PERSONNEL	-	-	100,600	-
2-OTHER O&M EXPENSE	31,938	-	8,083	-
WASTEWATER Total	31,938	-	108,683	-
181-STATE GAS TAX Total	31,938	-	108,683	-
353-STORM DRAIN FACILITY FEE				
WASTEWATER				
2-OTHER O&M EXPENSE	185,495	-	-	-
WASTEWATER Total	185,495	-	-	-
353-STORM DRAIN FACILITY FEE Total	185,495	-	-	-
358-UTILITY UNDERGROUNDING				
WASTEWATER				
2-OTHER O&M EXPENSE	5,204	-	-	-
WASTEWATER Total	5,204	-	-	-
358-UTILITY UNDERGROUNDING Total	5,204	-	-	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
611-W/W COLLECTION OPERATING				
WASTEWATER				
1-PERSONNEL	2,195,243	2,307,357	2,606,765	1,908,306
2-OTHER O&M EXPENSE	4,770,387	4,211,099	4,050,829	3,746,068
3-DEBT SERVICE	3,064,149	3,028,490	3,028,490	3,024,121
4-CAPITAL OUTLAY	40,000	-	21,000	155,750
5-TRANSFERS OUT	6,381,063	1,084,273	1,084,273	27,057,566
WASTEWATER Total	16,450,842	10,631,219	10,791,357	35,891,811
611-W/W COLLECTION OPERATING Total	16,450,842	10,631,219	10,791,357	35,891,811
613-W/W COLL CONNECTION FEE				
WASTEWATER				
2-OTHER O&M EXPENSE	214,141	214,141	282,454	100,003
3-DEBT SERVICE	-	-	52,168	-
4-CAPITAL OUTLAY	-	-	-	-
WASTEWATER Total	214,141	214,141	334,622	100,003
613-W/W COLL CONNECTION FEE Total	214,141	214,141	334,622	100,003
621-W/W TREATMENT OPRNS				
WASTEWATER				
1-PERSONNEL	4,527,574	6,085,055	5,954,815	6,330,294
2-OTHER O&M EXPENSE	13,312,382	10,194,876	12,876,122	8,859,641
3-DEBT SERVICE	6,490,507	6,477,279	6,477,279	6,471,334
4-CAPITAL OUTLAY	329,536	315,000	534,464	3,862,500
5-TRANSFERS OUT	-	-	-	-
WASTEWATER Total	24,659,999	23,072,210	25,842,680	25,523,769
621-W/W TREATMENT OPRNS Total	24,659,999	23,072,210	25,842,680	25,523,769
623-W/W TREATMENT CONNECT FEE				
WASTEWATER				
2-OTHER O&M EXPENSE	184,959	184,959	184,959	508,449
WASTEWATER Total	184,959	184,959	184,959	508,449
623-W/W TREATMENT CONNECT FEE Total	184,959	184,959	184,959	508,449

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
628-WW SEC & CONTAMINATION				
WASTEWATER				
4-CAPITAL OUTLAY	-	-	125,000	-
WASTEWATER Total	-	-	125,000	-
628-WW SEC & CONTAMINATION Total	-	-	125,000	-
WASTEWATER Grand Total	41,732,578	34,102,529	37,387,301	62,024,032

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
217-STATE TERM GRANTS FUND				
ENVIRONMENTAL RESOURCES				
6829-CAPITAL IMPROVEMENTS	107,766	-	-	-
ENVIRONMENTAL RESOURCES Total	107,766	-	-	-
217-STATE TERM GRANTS FUND Total	107,766	-	-	-
631-SOLID WASTE OPERATING				
ENVIRONMENTAL RESOURCES				
6301-ADMINISTRATION & PLANNING	3,846,992	5,727,404	4,870,522	7,769,273
6302-WASTE REDUCTION & EDUCATION	261,535	500,423	526,423	330,993
6304-PROCESSING	-	177,000	-	-
6305-DEBT SERVICES	3,368,145	1,775,176	1,775,176	2,169,206
6307-RESIDENTIAL	3,731,774	4,133,762	4,434,262	4,717,519
6308-COMMERCIAL	3,966,811	4,616,080	4,558,580	5,120,190
6309-INDUSTRIAL	1,331,925	1,535,800	1,543,300	1,475,227
6310-RESIDENTIAL	452,298	474,378	480,378	-
6311-COMMERCIAL	283,239	458,399	447,399	165,242
6312-WASTE TIP FLOOR PROCESSING	3,364,684	3,486,323	3,534,905	1,725,182
6313-MRF PROCESSING	6,336,202	6,995,042	7,868,042	8,838,777
6314-WASTER TRANSFER HAUL	10,783,679	11,125,410	11,214,053	11,789,110
6316-GREENWASTE CONVERSION	1,652,285	1,913,191	1,791,191	-
6345-PUBLIC INFORMATION - SPECIAL PROJECTS	159,830	95,182	127,605	91,895
6828-CAPITAL IMPROVEMENTS	37,000	(491)	118,022	-
6317-CLEANUP & ILLEGAL DUMPING	-	-	-	367,297
ENVIRONMENTAL RESOURCES Total	39,576,399	43,013,079	43,289,858	44,559,911
631-SOLID WASTE OPERATING Total	39,576,399	43,013,079	43,289,858	44,559,911

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
633-SOLID WASTE DEVELOPER FEE				
ENVIRONMENTAL RESOURCES				
6305-DEBT SERVICES	-	-	-	529,328
6307-RESIDENTIAL	-	-	-	-
6308-COMMERCIAL	-	-	-	-
ENVIRONMENTAL RESOURCES Total	-	-	-	529,328
633-SOLID WASTE DEVELOPER FEE Total	-	-	-	529,328
638-ER SEC & CONTAMINATION				
ENVIRONMENTAL RESOURCES				
6315-ENVIRON. SECURITY & CONTAMINATION	176,700	-	45,562	800,000
ENVIRONMENTAL RESOURCES Total	176,700	-	45,562	800,000
638-ER SEC & CONTAMINATION Total	176,700	-	45,562	800,000
ENVIRONMENTAL RESOURCES Grand Total	39,860,865	43,013,079	43,335,420	45,889,239

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
217-STATE TERM GRANTS FUND				
ENVIRONMENTAL RESOURCES				
2-OTHER O&M EXPENSE	107,766	-	-	-
ENVIRONMENTAL RESOURCES Total	107,766	-	-	-
217-STATE TERM GRANTS FUND Total	107,766	-	-	-
631-SOLID WASTE OPERATING				
ENVIRONMENTAL RESOURCES				
1-PERSONNEL	10,037,977	12,278,427	12,322,543	12,719,217
2-OTHER O&M EXPENSE	25,252,873	28,882,476	28,478,496	29,125,589
3-DEBT SERVICE	3,248,153	1,654,176	1,654,176	2,165,105
4-CAPITAL OUTLAY	975,000	161,000	797,643	550,000
5-TRANSFERS OUT	62,396	37,000	37,000	-
ENVIRONMENTAL RESOURCES Total	39,576,399	43,013,079	43,289,858	44,559,911
631-SOLID WASTE OPERATING Total	39,576,399	43,013,079	43,289,858	44,559,911

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
633-SOLID WASTE DEVELOPER FEE				
ENVIRONMENTAL RESOURCES				
2-OTHER O&M EXPENSE	-	-	-	-
3-DEBT SERVICE	-	-	-	529,328
ENVIRONMENTAL RESOURCES Total	-	-	-	529,328
<hr/>				
633-SOLID WASTE DEVELOPER FEE Total	-	-	-	529,328
<hr/>				
638-ER SEC & CONTAMINATION				
ENVIRONMENTAL RESOURCES				
2-OTHER O&M EXPENSE	-	-	-	800,000
4-CAPITAL OUTLAY	176,700	-	45,562	-
ENVIRONMENTAL RESOURCES Total	176,700	-	45,562	800,000
<hr/>				
638-ER SEC & CONTAMINATION Total	176,700	-	45,562	800,000
<hr/>				
ENVIRONMENTAL RESOURCES Grand Total	39,860,865	43,013,079	43,335,420	45,889,239

FY 2017-18
Proposed Budget

Budget Schedules



Budget Schedules

Description of Funds Structure

Purpose

The accounts of the City are organized on the basis of funds and fund type, each of which is considered a separate entity. Government resources are allocated to and accounted for in individual funds based on purposes for which they are to be spent and the means by which spending is controlled. The City's funds have been divided into three fund categories: Governmental Funds, Special Revenue Funds, Enterprise Funds, and Internal Services Funds.

GOVERNMENTAL FUNDS include most of the City's basic services, such as general governmental, public safety, public works, parks, recreation, and library services. This fund consists of the general fund and special revenue funds, such as federal and state grant funds, landscape maintenance districts, bonded assessment and community facilities districts, development fees, and agency type activities. Revenue is generated through property and sales taxes, franchise fees, user fees, interest income, and State and Federal grants, which help finance these activities.

GENERAL FUND (101) This fund is used to account for all financial resources traditionally associated with government activities which are not required legally to be accounted for in another fund. Principal sources of revenues are property taxes, sales tax, license and permits, state shared revenues and billings for outside and interfund services. Primary expenditures in the General Fund are made for general administration, police and fire protection, parks and streets maintenance, recreation and transportation services, and community development.

SPECIAL REVENUE FUNDS are used to account for the proceeds of specific revenue sources (other than debt service funds or capital projects funds) that are legally restricted to expenditures for particular purposes.

GENERAL FUND – OPD TRAINING FUND (103) The activities of this fund are restricted for the Oxnard Police Department Training program.

HALF CENT SALES TAX "MEASURE O" FUND (104) Approved on November 4, 2008, Oxnard voters approved a general purpose sales tax for one half cent for twenty years. Its purpose is "To protect, maintain, and enhance vital city services including police, fire and emergency response, increasing street paving and sidewalk/pothole repair to improve traffic flow, expanding youth recreation, after-school and anti-gang prevention programs, acquiring property for parks/open space preservation, upgrading storm water drains, improving senior services, increasing building code compliance, and other general city services."

STREET MAINTENANCE FUND (105) This account is for the reimbursement of costs related to right-of-way improvements.

STORM WATER MANAGEMENT FUND (114) The source of revenues for this fund are the City's share of the Ventura County Flood Control District's benefit assessment program and General Fund for storm water management. The revenues will be used for necessary costs to meet the EPA requirement for storm water management.

CALHOME PROGRAM-STATE GRANT FUND (117) This fund was created to account for federal entitlement that is received from CalHome to provide housing loans to low and moderate income families.

AIR POLLUTION BUYDOWN FEES FUND (118) A Special Revenue source, this fund was created to collect air pollution environmental mitigation fees for new developments. The fees collected should be spent within five years on projects that improve air quality, which include transit projects, matching funds, bicycle lanes and paths and pedestrian improvements.

PUBLIC SAFETY RETIREMENT FUND (119) This fund was created to collect voter-approved property tax to pay for public safety uniformed employees for their retirement.

Budget Schedules

LANDSCAPE MAINTENANCE DISTRICTS FUND (121-175) A Special Revenue source, these funds account for assessment revenues and expenditures related to waterways and landscape maintenance of various district areas in the City. Maintenance work is undertaken by the City. Lot owners within the affected district areas are assessed a maintenance fee based on estimated maintenance cost per lot square footage.

FEDERAL AND STATE GRANTS FUNDS (178-275) A Special Revenue source, these funds account for the federal and state grant award with specific purpose and specific terms. Expenditures are restricted for the purposes outlined in grant agreements.

STATE GAS TAX FUND (181) This fund is used to account for the allocated share of revenue received from gas tax. Spending of gas tax is legally restricted to be used for maintenance and improvement of public streets.

TRANSPORTATION DEVELOPMENT FUND (213) This fund is used to account for Transportation Development Act revenues and to be used for street maintenance and road improvements, and construction of pedestrian and bike facilities.

CDBG ENTITLEMENT FUND (285) A Special Revenue source, this fund accounts for the federal entitlement received from HUD to develop a viable urban community and expand economic opportunities.

HUD HOME LOANS FUND (295) A Special Revenue source, this fund accounts for the federal entitlement received from HUD to provide a mechanism in granting housing loans to low/moderate income families.

PARK FEES - QUIMBY RESERVE FUND (351) A Development Fee source, this fund accounts for park fees (Quimby Act of 1965) collected solely for the acquisition and development of neighborhood parks within the City.

PARK ACQUISITION & DEVELOPMENT FEE FUND (352) A Development Fee source, this fund accounts for park and recreation facilities fees collected on new developments on a per unit basis. Fees are used to acquire land and improve park facilities.

STORM DRAIN FACILITIES FEE FUND (353) A Development Fee source, this fund accounts for revenues and expenditures related to the construction of storm drainage facilities on all new property developments in the City.

CIRCULATION SYSTEM IMPROVEMENT FEES (354) A Development Fee source, this fund accounts for fees collected on new developments and is calculated based on the expected number of daily trips. Fees can be used for circulation improvements.

CAPITAL GROWTH FEES - RESIDENTIAL (355) A Development Fee source, this fund accounts for fees collected in a residential area. Fees are used to pay for community development within the community that pays the fees.

CAPITAL GROWTH FEES – NONRESIDENTIAL FUND (356) A Development Fee source, this fund accounts for fees collected and used to pay for development. In 1986 residential and nonresidential fees were segregated.

UTILITY UNDERGROUNDING FUND (358) A Development Fee source, this fund accounts for fees collected in lieu of undergrounding existing overhead utility lines, to pay for the construction of utility undergrounding projects.

CUPA OPERATING FUND (370) A Regulatory Fee source, this fund accounts for fees collected in regulating and management of hazardous materials in the City. Fees are to be used in the administration of this program.

HOUSING IN-LIEU FEES FUND (371) A Development Fee source, this fund accounts for fees collected in lieu of the City's requirements for residential developers to provide low cost housing to low/moderate income buyers.

AFFORDABLE RENTAL HOUSING FUND (372) A Development Fee source, this fund accounts for fees collected in lieu of the City's requirements for residential developers to provide low cost rental housing to low and moderate income renters.

ASSESSMENT DISTRICTS FUND (501-539) This fund accounts for the assessment revenue collected from the district to pay for the bonds issued to finance the improvements.

ARTWORK TRUST FUND (546) This fund accounts for donations to the City from a private party to pay solely for artwork related expenditures.

Budget Schedules

PERFORMING ARTS AND CONVENTION CENTER FUND (641) This fund accounts for the City's cultural activities related to artistic and recreational performances. Revenues are derived mainly from admission tickets and contributions from patrons. These revenues are used to pay for operating expenditures, capital improvement projects, acquisition of equipment and sound systems.

RIVER RIDGE GOLF COURSE FUND (651) This fund accounts for the City's recreational golf activities. Revenues are derived mainly from green fees, golf course carts, driving range, merchandise sales, snack bars and banquets. These revenues are used to pay for the maintenance of the golf course, capital improvement projects, and acquisition of merchandise and equipment.

ENTERPRISE FUNDS consist of the City's operations of the water, waste water systems, and environmental resources. The City charges fees to customers to recover the cost of these services.

WATER FUNDS (601-609) This fund accounts for all activities of the City's water distribution and treatment system. Revenues are derived mainly from metered water services, connection fees and installation charges. These revenues are used to pay for operating expenditures, capital improvement projects, debt service (principal and interest) payments, and acquisitions of equipment and machinery.

WASTE WATER FUNDS (611-628) This fund accounts for the City's sewer activities related to conveyance system maintenance and services. Revenues are derived mainly from sewer charges, connection fees, and treatment plant charges. These revenues are used to pay for operating expenditures, capital improvement projects, acquisitions of equipment and machinery, and debt service payments (principal and interest).

ENVIRONMENTAL RESOURCES FUNDS (631-638) This fund accounts for the City's solid waste activities related to collection and disposal of refuse. Revenues are derived mainly from refuse disposal charges, connection fees and developers' fees. These revenues are used to pay for expenditures, capital improvement projects, acquisitions of equipment and machinery, and debt service payments (principal and interest).

INTERNAL SERVICES FUNDS account for goods and services provided by one city department to another city department or related entities, generally on a cost recovery basis.

PUBLIC LIABILITY AND PROPERTY DAMAGE FUND (701) This fund accounts for the City's partial self-insurance program of providing public liability and property damage insurance coverage and claims adjustment services to the City's operating funds.

WORKERS' COMPENSATION FUND (702) This fund accounts for the City's self-insurance program for workers' compensation. This fund is used to pay for employees' work-related injury claims.

UTILITY CUSTOMERS' BILLING FUND (725) This fund accounts for the costs associated in administering the operation of the Customer Services Division and distribution of these costs to various utility funds.

INFORMATION SERVICES FUND (731) This fund accounts for the costs associated with the City's financial systems, data/word processing, and geographic information system, and distributes the costs to the departments on a prorata basis. Included are costs for hardware and software maintenance, computer operation, and some centralized supplies.

FACILITIES MAINTENANCE FUND (735) This fund accounts for the operation and maintenance of the City's facilities and properties.

FLEET EQUIPMENT MAINTENANCE FUND (741) This fund accounts for automotive fleet maintenance and services provided to city departments. These maintenance charges are used to cover operating costs.

COFA DEBT SERVICE FUND (801) This fund accounts for the accumulation of resources and payments of principal and interest of the City's general long-term debt.

Budget Schedules

Description of Major Revenues

Purpose

The purpose of this section is to provide a comprehensive reference for the major sources of revenue for the City of Oxnard. It offers information on the types of revenue that the City of Oxnard budgets to meet public service delivery requirements for the residents, businesses, and visitors. City revenues are diverse and are derived from the following major categories: Taxes, Licenses and Permits, Charges for Services, Fines and Forfeitures, Miscellaneous Revenues, Special Assessment Revenues, Enterprise Funds Revenues, Non-Operating Revenues, Other Financing Sources, and Proceeds from Outside Financing. Governmental Funds, Special Revenue Funds, Enterprise Funds, and Internal Services Funds.

TAXES include major General Fund revenue sources consisting of Property Tax, Sales Tax, and Franchise Tax.

PROPERTY TAX - CURRENT SECURED Property tax levied and due in the current year on real properties.

PROPERTY TAX - CURRENT UNSECURED Property tax levied and due in the current year on personal properties.

PROPERTY TAX - DELINQUENT SECURED Property tax levied in prior year on real property but collectible in current year.

PROPERTY TAX - DELINQUENT UNSECURED Property tax levied in prior year on personal property but collectible in current year.

PROPERTY TAX - SUPPLEMENTAL Supplemental taxes are computed for new construction and transfers and that value change is reflected in a prorated assessment (a supplemental bill) that covers the period from the first day of the month following the supplemental event to the end of the fiscal year.

TAX INCREMENT - PASS THROUGH Tax increment that belongs to other taxing agency collected by Redevelopment Agency.

VOTER APPROVED DEBT SERVICE Additional property tax increment levied for public safety retirement fund as approved by voters.

SALES TAX A local tax levied on the sale of tangible personal property within the City.

TRANSIENT OCCUPANCY TAX The City levies a transient lodging or room tax on hotels and motels. This tax is collected by hotel operators and remitted monthly to the City.

TAXES -continued

BUSINESS TAX AND FRANCHISE TAX Tax imposed by the City on companies conducting business in the City and utility franchises for the use of the City's infrastructure in the course of daily business. Tax is calculated and remitted on a monthly basis.

PENALTIES / INTEREST - DELINQUENT Penalties and interest assessed and collected on delinquent accounts.

LICENSES AND PERMITS issued and collected for business activities which require inspection to verify compliance to existing city codes.

DOG / CAT LICENSES The City mandated licensing of dogs and cats by owners for a certain fee.

CUPA PERMITS Fees are collected from businesses for disposal of hazardous materials management.

Budget Schedules

ENTERTAINMENT PERMITS Fees are collected in the issuance of permits related to entertainment activities.

BUILDING PERMITS Fees for permits to construct/alter any building which requires inspection.

ELECTRICAL PERMITS Fees for permits to install electrical wiring which requires inspection.

HEATING AND VENT PERMITS Fees for permits to install furnaces/heating equipment which require inspection.

ENCROACHMENT PERMIT FEES Fees are collected from builders for encroachment during construction.

HAZARDOUS MATERIAL PERMITS Fees are collected from businesses for disposal of hazardous materials.

FILMING PERMITS Fees are collected from film companies to make movies or film in the City.

PERMIT ISSUANCE FEES Fees are collected from businesses for initial issuance of a permit.

OTHER LICENSES AND PERMIT Other fees are collected from businesses for other licenses and permits.

ABC LICENSE FEES Fees are collected on the sale of alcohol, beverages, and cigarettes from businesses.

INDIRECT COST RECOVERY A fee added to various permit fees to recover any other indirect cost.

CHARGES FOR SERVICES comprised primarily of user fees to recover the cost of providing City services including Indirect Cost Recovery and Internal Fund Charges.

SERVICES TO OTHER PROGRAMS Reimbursements from various departments/divisions for services provided.

PARKS AND RECREATION Fees charged to public for various recreational programs, admission, and rental of facilities.

STATE GAS TAX Gas Tax monies distributed by the State under Sec. 2105, 2106, 2107, and 21075.

INDIRECT COST REIMBURSEMENTS Revenue from other funds to reimburse the General Fund for indirect costs.

GENERAL GOVERNMENT-MISCELLANEOUS FEES include revenues collected from filming certification, document processing, bad check fees, and sales of maps, plans, and documents.

PUBLIC SAFETY FEES Includes revenue collected from Ventura County Fire Protection District for fire service, violators of false alarm, Police/Fire special events, weed cleaning, animal impound, fire cost recovery, stored vehicle release, and inspection fees.

COMMUNITY DEVELOPMENT FEES Includes Development Service Center Fees, Zoning/Subdivision Fees, Tract and Parcel Map, negative declaration, annexation, park inspection, plan check fees, and street cut fees.

OTHER CHARGES FOR SERVICES Includes library book fines, parking fines.

GOLF COURSE OPERATIONS Revenues collected from customers for golf course green fees, driving range, tournament fees, and clubhouse room rental.

PERFORMING ARTS & CONVENTION CENTER Revenues collected from customers for rental of PACC facilities, concession sales, food and beverage catering, special activities fees, and box office fees.

INTERGOVERNMENTAL REVENUE includes Federal and State grant sources.

FEDERAL GRANTS Grant revenue that is received directly from the Federal grantor agencies, such as HUD and FEMA. The grants are either reimbursable in nature or received in advance.

STATE GRANTS Grant monies, other than State Gas Tax, TDA, received directly from the State.

STATE GAS TAX Gas tax monies distributed by the State under Sec. 2105, 2106, 2107, and 21075.

TRANSPORTATION TAX These are Transit funds allocated under Cal. Transportation Dev. Act - LTF 3, LTF 4, and LTF 8.

STATE SHARED REVENUE Includes reimbursement of expenses qualified under State mandated cost reimbursements, City's share from the State Motor Vehicle in-lieu tax, and revenue shared to cities by the State or local agency for traffic signal project.

Budget Schedules

INFRASTRUCTURE USE Revenue from utilities (water, environmental resources, waste water) for local right of way improvements and public infrastructure allocation.

GROWTH AND DEVELOPMENT FEES comprised primarily of user fees to recover the cost of providing City services including Indirect Cost Recovery and Internal Fund Charges.

STORM DRAIN FACILITIES FEES Development fees to pay for storm drain projects in the City.

CAPITAL GROWTH FEES Development fees to pay for development projects in the City.

TRAFFIC IMPACT FEES Development fees to pay for traffic (traffic light) system improvements.

PARK CAPITAL - QUIMBY Development fees to pay for park improvements projects in the City. Transit funds are allocated under Cal. Transportation Dev. Act - LTF 3, LTF 4, and LTF 8.

PARK ACQUISITION & DEVELOPMENT FEES Development fees to pay for park acquisition and development.

FINES AND FORFEITURES comprised primarily of revenues collected from Federal, State, and local agencies for the City's share of fines and forfeitures.

VEHICLE CODE FINES Revenue collected from the City's shares of the California Vehicles Code violations.

PENALTIES AND FORFEITURES Revenue collected for Federal, State, and local charges-penalties and forfeitures.

COURT FINES - NON TRAFFIC Revenue collected from the City's share of the courts' non-traffic fines.

ASSET SEIZURES Revenue collected from the City's shares of proceeds from seized assets.

SPECIAL ASSESSMENT REVENUE comprised of revenue collected on special assessment improvements.

SPECIAL ASSESSMENTS - IMPROVEMENTS Revenue collected on special assessments for improvements.

SPECIAL ASSESSMENTS – MAINTENANCE Revenue collected on special assessments for landscape maintenance.

MELLO-ROOS COMMUNITY DISTRICT TAX Revenue collected on special assessments in a Mello-Roos Community District.

ENTERPRISE FUNDS REVENUE comprised of charges for water, wastewater, environmental resources, golf operations, and charges for Performing Arts Center operation.

WATER OPERATIONS Includes charges for single family, multi-family, commercial, industrial customers, fireline, metered and unmetered construction/installation, water services agreement, MWD pass-through, water sales fireline, water surcharges, development connection fees, capital facility surcharges, resources development fees, and interest income.

WASTEWATER CONNECTION OPERATIONS Sewer charges to single, multi-family, residential, commercial, and industrial customers, sewer code enforcement, customer maintenance services, NYEL outside charges, wastewater discharge permit, and wastewater treatment operations.

WASTE WATER TREATMENT OPERATIONS Sewer treatment charges to outside agencies under agreements, including Port Hueneme and Point Mugu, and laboratory services.

ENVIRONMENTAL OPERATIONS Refuse disposal and pick-up charges to residential and commercial customers, special pick-up fees, extra container fees, Del Norte Host fees, E-Waste recycling, construction/demolition fee, tipping fees, MRF recycle material sales, and walking floor trailer.

General Fund Summary

	FY16-17 Adopted Budget	FY6-17 Year-End Estimates	FY17-18 Proposed Budget	Changes FY18 Proposed vs. FY17 Adopted	% Change
Beginning Balance	12.6	12.6	19.2		
Revenues:					
Property Tax	51.4	51.1	54.1	2.8	5%
Sales Tax	28.7	29.8	30.5	1.8	6%
Franchises	3.5	3.5	3.6	.1	2%
Business License Tax	5.2	5.2	5.4	.2	4%
Transient Occupancy Tax	4.8	5.1	5.2	.4	8%
Deed Transfer Tax	.7	.7	.7	.0	2%
Building Fees & Permits	1.7	2.2	1.9	.2	14%
Fines & Forfeitures	2.2	2.1	2.2	.0	-1%
Interest Income	.1	.4	.8	.7	517%
Indirect Cost Reimbursement	7.0	7.3	7.9	.9	13%
Infrastructure Use	3.0	3.0	.0	-3.0	-100%
Service Fees & Charges	7.2	6.4	5.9	-1.4	-19%
Other Revenues	6.4	6.7	6.7	.2	4%
Total Revenues	122.1	123.4	125.0	2.9	2%
Expenditures by Department:					
City Attorney	1.8	1.7	1.7	-.1	-4%
City Clerk	.7	.5	.5	-.1	-19%
City Council	.4	.3	.4	.0	10%
City Manager	2.1	2.0	2.0	.0	0%
City Treasurer	1.4	1.3	1.5	.1	10%
Library	3.8	3.5	3.6	-.2	-6%
Recreation	4.7	4.0	4.6	-.1	-2%
Cultural & Community Services:	8.6	7.6	8.3	-.3	-4%
Development Services	7.5	7.6	8.0	.5	7%
Economic Community Development	1.6	1.1	1.5	-.1	-6%
Finance	4.4	4.9	4.8	.5	11%
Fire	15.9	17.4	18.4	2.5	16%
Housing	.5	.3	.3	-.3	-51%
Human Resources	2.3	2.0	2.0	-.3	-12%
Police	52.5	52.1	54.6	2.0	4%
Administrative Services	.2	.2	.2	.0	3%
Construction & Design Services	.3	.2	.1	-.2	-70%
General Services	9.7	8.5	8.6	-1.1	-12%
Public Works:	10.3	9.0	8.9	-1.3	-13%
Non-Departmental	3.5	2.3	2.7	-.9	-24%
Debt Service & Transfer to Other Funds	9.1	11.2	9.5	.5	5%
Total Expenditures	122.3	121.2	125.2	2.8	2%
Net Annual Activity	-3	2.1	-2		
Cash / Balance Sheet Adjustment		4.4			
Undesignated Unreserved Fund Balance	12.4	19.2	19.0		
Balance as % of Total Expend	10.1%	15.8%	15.2%		

Budget Forecast - General Fund

	FY16-17					
	ESTIMATED	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
	YEAR-END	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Property Tax	51,070,745	54,140,500	56,077,690	57,128,793	59,696,913	62,403,348
Sales Tax	29,783,000	30,515,000	29,736,410	31,008,134	32,348,283	33,798,382
Franchises	3,450,780	3,619,716	3,646,864	3,733,477	3,822,147	3,912,923
Business License Tax	5,200,000	5,404,000	5,241,880	5,425,346	5,615,233	5,811,766
Transient Occupancy Tax	5,094,000	5,195,880	6,592,166	7,172,128	7,423,153	7,682,963
Deed Transfer Tax	732,502	747,152	724,737	750,103	776,357	803,529
Building Fees & Permits	2,185,136	1,895,302	1,838,443	1,902,788	1,969,386	2,038,315
Intergovernmental	1,753,602	1,820,473	1,856,882	1,894,020	1,931,901	1,970,539
Infrastructure Use	3,000,000	-	-	-	-	-
Service Fees & Charges	6,428,552	5,868,526	5,985,897	6,105,614	6,227,727	6,352,281
Fines & Forfeitures	2,087,461	2,201,694	2,245,728	2,290,642	2,336,455	2,383,184
Interest Income	380,424	807,808	189,950	190,585	163,895	144,753
Special Assessments	225,140	241,872	246,709	251,644	256,677	261,810
Solid Waste Tipping Fees	-	-	-	-	-	-
Indirect Cost Reimbursement	7,251,311	7,920,201	8,078,605	8,240,177	8,404,981	8,573,080
Other Revenue	3,102,509	2,946,444	3,005,373	3,065,480	3,126,790	3,189,326
Successor Agency Loan Pymt	-	-	-	-	-	-
Transfer In-Assess Dist/CFD	1,607,520	1,607,520	1,639,670	1,672,464	1,705,913	1,740,031
Transfers In-Other Funds	-	37,740	37,740	37,740	37,740	37,740
Non-Property/Sales Tax	42,498,937	40,314,328	41,330,645	42,732,210	43,798,354	44,902,241
Total Revenue	123,352,682	124,969,828	127,144,745	130,869,136	135,843,550	141,103,971
Regular Salaries	45,517,727	57,576,156	57,679,528	58,000,369	59,499,487	60,990,841
Part-time Wages	3,466,627	1,325,140	1,351,643	1,378,676	1,406,249	1,434,374
Overtime	7,629,987	6,326,059	6,337,417	6,372,669	6,537,381	6,701,240
Pension	10,758,035	11,072,009	11,523,748	11,731,581	12,343,438	12,967,782
Health/Insurance	8,400,616	9,702,270	9,913,777	10,059,990	10,263,468	10,466,609
Retiree Medical	1,942,461	2,169,798	2,173,694	2,185,785	2,242,280	2,298,483
Workers Comp	4,262,958	3,105,064	2,796,911	2,861,778	2,920,080	2,978,445
Other (incl temp benefits FY17)	87,179	87,839	337,911	344,669	351,562	358,594
Vacancy Savings	-	(3,909,124)	(3,276,559)	(2,479,612)	(2,550,794)	(2,622,110)
Subtotal Personnel	82,065,590	87,455,211	88,838,071	90,455,904	93,013,151	95,574,259
Services & Supplies	9,514,944	9,704,026	9,898,107	10,096,069	10,297,990	10,503,950
Internal Service	9,944,903	10,540,981	10,751,801	10,966,837	11,186,173	11,409,897
Utilities	3,484,977	3,398,231	3,466,196	3,535,520	3,606,230	3,678,355
Animal Shelter	1,645,000	1,620,000	1,652,400	1,685,448	1,719,157	1,753,540
Other Expense	1,780,524	1,682,527	1,716,178	1,750,501	1,785,511	1,821,221
Lease Pymt Cap Growth Fees	832,361	877,134	894,677	912,570	930,822	949,438
Capital Outlay	426,858	130,423	500,000	500,000	500,000	500,000
Transfers Out-Traffic Safety	150,000	150,000	150,000	150,000	150,000	150,000
Transfers Out-Assess Dists	717,781	468,668	-	8,892	12,364	12,611
Transfers Out-Impact Fees	-	-	74,394	73,056	73,458	73,868
Transfers Out-PACC	866,014	1,390,014	1,514,842	1,375,103	1,410,736	1,446,617
Transfers Out-Golf Course	775,858	493,909	572,115	542,525	562,638	583,250
Transfers Out-Grants	59,375	17,876	26,825	27,361	27,908	28,466
Transfers Out-Debt Service	3,867,584	3,811,155	3,604,447	3,265,270	2,879,356	2,840,565
Transfers Out-Retirement Fund	-	-	-	1,157,123	4,218,778	5,277,936
Transfers Out-Storm Water	784,400	784,400	905,953	946,798	983,995	1,020,371
Transfers Out-Measure O	1,875,688	1,875,688	1,875,688	1,875,688	1,875,688	1,875,688
Transfers Out-Capital Outlay	1,617,085	-	-	-	-	-
Transfer Out-ISF	49,632	179,632	139,547	3,713,468	2,023,836	2,357,380
Contingencies	763,052	600,000	500,000	500,000	500,000	500,000
Total Expenditures	121,221,626	125,179,875	127,081,240	133,538,133	137,757,792	142,357,413
Net Revenue (Expense)	2,131,056	(210,047)	63,506	(2,668,996)	(1,914,242)	(1,253,442)
Adjust from Balance Sheet (Successor Agency Loan Pymt)	4,433,942	-	-	-	-	-
Beginning Cash Balance	12,640,082	19,205,080	18,995,033	19,058,539	16,389,543	14,475,301
Ending Cash Balance	19,205,080	18,995,033	19,058,539	16,389,543	14,475,301	13,221,858
Balance as % of Total Expend	15.8%	15.2%	15.0%	12.3%	10.5%	9.3%

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Budget Forecast - Water Funds

	FY16-17					
	ESTIMATED YEAR-END	FY 17-18 PROPOSED	FY 18-19 PROJECTED	FY 19-20 PROJECTED	FY 20-21 PROJECTED	FY 21-22 PROJECTED
Utility Fees	47,885,800	56,184,500	57,296,200	58,430,409	59,587,586	60,768,198
Interest Income	2,244,300	2,303,455	166,126	169,096	179,933	198,648
Rentals	97,100	100,000	102,000	104,040	106,121	108,243
Fines & Forfeitures	400,000	400,000	408,000	416,160	424,483	432,973
Other Revenue	123,900	124,000	126,480	129,010	131,590	134,222
Transfer In-General Fund	-	-	-	-	-	-
Transfers In-Other Funds	-	1,194,435	1,218,324	1,242,690	1,267,544	1,292,895
Total Revenue	50,751,100	60,306,390	59,317,130	60,491,405	61,697,257	62,935,178
Regular Salaries	3,055,349	3,961,836	3,931,696	4,121,034	4,238,406	4,344,790
Part-time Wages	325,069	290,000	295,800	301,716	307,750	313,905
Overtime	287,169	538,100	533,940	559,656	575,595	590,042
Pension	1,138,811	1,358,996	1,365,461	1,412,789	1,560,722	1,712,401
Health/Insurance	607,298	793,978	790,554	804,357	821,506	837,906
Retiree Medical	19,791	20,403	20,206	21,181	21,784	22,330
Workers Comp	171,218	192,003	170,344	177,484	181,672	185,306
Other Benefits	(1,729)	1,530	1,530	1,530	1,530	1,530
Vacancy/Personnel Cost Savings	-	(256,643)	-	-	-	-
Subtotal Personnel	5,602,976	6,900,203	7,109,530	7,399,746	7,708,966	8,008,211
Services & Supplies	32,125,855	28,930,750	29,509,365	30,099,552	30,701,543	31,315,574
Internal Service	3,554,336	2,737,934	2,793,135	2,849,449	2,906,898	2,965,506
Utilities	2,135,126	1,948,000	2,006,440	2,066,633	2,128,632	2,192,491
Other Expense	331,889	299,800	305,796	311,912	318,150	324,513
Infrastructure Use Fee	3,034,300	1,877,978	1,915,538	1,953,848	1,992,925	2,032,784
Debt Service	14,452,828	14,451,608	14,447,052	14,448,352	14,449,240	14,444,280
Capital Outlay	3,076,382	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000
Transfers Out-Golf Course	-	-	-	-	-	-
Transfers Out-General Fund	-	-	-	-	-	-
To Contingencies/Reserve	10,972	-	-	-	-	-
Total Expenditures	64,324,664	58,871,273	59,811,856	60,854,492	61,931,355	63,008,359
Net Revenue (Expense)	(13,573,564)	1,435,117	(494,726)	(363,088)	(234,098)	(73,180)
Net Accrual to Cash Adjustments	-	-	-	-	-	-
Beginning Fund Balance	28,751,044	15,177,480	16,612,597	16,117,872	15,754,784	15,520,686
Ending Fund Balance	15,177,480	16,612,597	16,117,872	15,754,784	15,520,686	15,447,506
% of Total Expense	23.6%	28.2%	26.9%	25.9%	25.1%	24.5%

Budget Forecast - Wastewater

	FY16-17					
	ESTIMATED	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
	YEAR-END	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Service Fees & Charges	35,597,000	34,693,000	35,377,460	36,075,609	36,787,721	37,514,076
Fines & Forfeitures	162,000	180,000	183,600	187,272	191,017	194,838
Interest Income	300,000	259,000	264,180	269,464	274,853	280,350
Intergovernmental	95,399	75,000	174,816	130,891	471,073	264,506
Utility Fees	-	-	-	-	-	-
Other Revenue	618,700	831,022	847,642	864,595	881,887	899,525
Transfer In-General Fund	-	-	-	-	-	-
Transfers In-Other Funds	1,084,273	27,057,566	27,598,717	71,350,692	28,713,705	40,858,980
Total Revenue	37,857,372	63,095,588	64,446,415	108,878,523	67,320,257	80,012,274
Regular Salaries	3,706,214	5,092,550	5,149,366	5,398,491	5,551,629	5,690,975
Part-time Wages	97,433	170,000	173,400	176,868	180,405	184,013
Overtime	409,964	333,000	336,237	352,508	362,512	371,611
Pension	1,432,927	1,767,448	1,800,648	1,866,342	2,060,253	2,259,248
Health/Insurance	643,104	983,851	1,009,238	1,028,144	1,050,114	1,071,085
Retiree Medical	33,103	34,129	33,633	35,267	36,275	37,186
Workers Comp	251,641	251,034	222,780	232,138	237,605	242,357
Other Benefits	(368)	1,530	1,530	1,530	1,530	1,530
Vacancy/Personnel Cost Savings	-	(394,942)	-	-	-	-
Subtotal Personnel	6,574,018	8,238,600	8,726,832	9,091,288	9,480,323	9,858,005
Services & Supplies	8,825,673	5,932,273	6,050,918	6,171,937	6,295,376	6,421,283
Internal Service	2,305,547	1,947,693	1,986,961	2,027,022	2,067,890	2,109,581
Utilities	3,452,647	3,681,206	3,791,642	3,905,391	4,022,553	4,143,230
Other Expense	459,263	584,779	596,475	608,404	620,572	632,984
Infrastructure Use Fee	2,060,000	1,068,210	1,089,574	1,111,366	1,133,593	1,156,265
Debt Service	9,557,937	9,495,455	9,616,992	9,420,150	9,307,477	9,282,479
Capital Outlay	659,464	4,018,250	5,552,250	11,816,667	32,510,467	24,992,931
Transfers Out-General Fund	-	-	-	-	-	-
Transfers Out-Enterprise	1,084,273	27,057,566	27,598,717	28,150,692	28,713,705	29,287,980
Transfers Out-Federal Grant	-	-	-	-	-	-
Total Expenditures	34,978,822	62,024,032	65,010,362	72,302,917	94,151,956	87,884,737
Net Revenue (Expense)	2,878,550	1,071,556	(563,947)	36,575,606	(26,831,699)	(7,872,463)
Beginning Fund Balance	7,145,516	10,024,066	11,095,622	10,531,675	47,107,281	20,275,582
Ending Fund Balance	10,024,066	11,095,622	10,531,675	47,107,281	20,275,582	12,403,119
% of Total Expense	28.7%	17.9%	16.2%	65.2%	21.5%	14.1%

Budget Forecast - Environmental Resources

BUDGET FORECAST - ENVIRONMENTAL RESOURCES

	FY16-17					
	ESTIMATED	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
	YEAR-END	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Intergovernmental	43,081,090	43,969,800	44,629,260	45,298,617	45,978,021	46,667,623
Interest Income	262,600	262,500	267,750	273,105	278,567	284,138
Utility Fees	4,400	104,000	119,789	136,554	149,567	157,240
Other Revenue	109,560	3,850	3,927	4,006	4,086	4,167
Total Revenue	43,457,650	44,340,150	45,020,726	45,712,282	46,410,241	47,113,169
Regular Salaries	5,312,196	8,875,648	6,532,621	6,843,134	7,037,951	7,214,604
Part-time Wages	1,296,660	-	-	-	-	-
Overtime	1,586,943	200,000	147,203	154,200	158,590	162,571
Pension	1,941,262	2,137,536	2,074,183	2,143,594	2,384,463	2,632,186
Health/Insurance	1,437,102	1,435,778	1,495,510	1,518,556	1,550,687	1,581,622
Retiree Medical	36,302	34,499	25,392	26,599	27,356	28,043
Workers Comp	474,503	362,411	327,195	340,811	348,859	355,836
Other Benefits	4,520	3,930	3,930	3,930	3,930	3,930
Vacancy/Personnel Cost Savings	-	(330,585)	-	-	-	-
Subtotal Personnel	12,089,488	12,719,217	10,606,034	11,030,824	11,511,836	11,978,792
Services & Supplies	10,488,262	12,481,025	12,730,646	12,985,258	13,244,964	13,509,863
Internal Service	7,571,131	8,347,252	8,515,545	8,687,232	8,862,380	9,041,059
Utilities	7,442,962	7,773,500	8,006,705	8,246,906	8,494,313	8,749,143
Other Expense	233,235	190,000	193,800	197,676	201,630	205,662
Infrastructure Use Fee	1,985,700	1,133,812	1,156,488	1,179,618	1,203,210	1,227,275
Debt Service	2,369,176	2,694,433	2,748,322	2,803,288	2,859,354	2,916,541
Capital Outlay	718,205	550,000	561,000	572,220	583,664	595,338
Transfers Out-General Fund	37,000	-	-	-	-	-
Total Expenditures	42,935,159	45,889,239	44,518,540	45,703,023	46,961,352	48,223,672
Net Revenue (Expense)	522,491	(1,549,089)	502,186	9,259	(551,111)	(1,110,503)
Beginning Fund Balance	13,005,532	13,528,023	11,978,934	12,481,120	12,490,379	11,939,268
Ending Fund Balance	13,528,023	11,978,934	12,481,120	12,490,378	11,939,268	10,828,765
	13,528,023	11,978,934	12,481,120	12,490,379	11,939,268	10,828,765
% of Total Expense	31.5%	26.1%	28.0%	27.3%	25.4%	22.5%

Staffing Levels by Major Funds

Comparative Personnel Summary ■ Permanent Full-Time Equivalent Positions

<u>Departmental</u>	2008-2009 Actual	2009- 2010 Actual	2010-2011 Actual	2011- 2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015- 2016 Actual	2016- 2017 Adopted	2016-2017 Revised	2017- 2018 Proposed
GENERAL FUND											
Carnegie Art Museum	0	0	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
City Attorney	10.00	10.00	10.00	10.00	10.00	10.00	10.00	6.10	6.10	6.10	6.10
City Clerk	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00
City Council	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.00	5.30	5.30	5.30
City Manager	9.90	9.90	11.75	12.25	12.25	12.25	12.25	7.80	9.20	10.20	13.40
General Services	41.65	41.65	0	0	0	0	0	0	0	0	0
Public Information	3.00	3.00	3.00	4.00	4.00	4.00	4.00	1.00	1.00	1.00	.70
City Treasurer	7.75	7.75	7.75	6.75	11.75	11.75	11.75	11.00	11.00	11.00	13.00
Economic Community Development	3.00	3.00	1.60	0	6.65	4.00	4.00	3.00	4.00	4.00	4.00
Development Services	54.00	54.00	52.25	50.18	50.18	51.50	51.50	44.25	45.25	47.25	51.00
Finance	30.50	30.50	27.20	24.10	24.85	25.00	25.00	27.75	31.75	31.00	32.10
Fire	106.00	106.00	100.90	98.85	95.85	95.90	95.60	80.60	93.60	119.60	127.30
Maintenance Services	0	0	34.05	34.05	33.05	32.10	32.10	22.75	23.00	23.00	65.80
Housing	1.00	1.00	1.52	1.52	1.05	1.27	1.27	1.85	2.85	2.85	1.57
Human Resources	13.20	13.20	8.70	9.20	8.20	7.87	7.87	11.20	13.20	13.95	13.10
Library	46.50	46.50	43.00	43.00	42.50	42.50	42.50	29.00	26.50	26.50	28.50
Recreation and Community Services	38.85	38.85	23.40	23.40	23.40	23.90	25.02	17.92	18.17	18.17	39.17
Police	389.00	389.00	385.80	378.55	376.75	377.55	378.05	341.25	337.25	351.25	352.25
Public Works	48.00	48.00	22.00	22.00	22.00	7.00	7.00	1	1.85	1.85	0
Total General Fund	811.65	811.65	745.72	730.65	735.28	719.39	720.71	617.97	636.52	679.52	759.79
SPECIAL FUNDS											
CDBG Human Services	2.00	2.00	0	0	0	0	0	0	0	0	0
CUPA Fire	0	0	5.10	5.15	5.15	5.10	5.10	4.10	4.10	4.10	4.50
Development Services	0	0	3.00	3.00	3.00	3.00	3.00	7.75	2.75	2.75	2.00
Fire	0	0	0	0	12.00	21.00	21.30	21.30	9.30	9.30	1.20
Maintenance Services	0	0	0	0	0	0	0	14.95	15.05	15.05	14.95
Golf Course	0	0	.40	.40	.40	.35	.35	.30	.20	.20	.20
Housing	81.00	81.00	82.28	80.30	80.77	79.73	79.73	78.15	78.15	78.15	68.43
Performing Arts and Convention Center	0	0	10.50	10.50	10.50	8.50	8.50	5.50	5.75	5.75	5.75

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Staffing Levels by Major Funds

Comparative Personnel Summary ■ Permanent Full-Time Equivalent Positions

Police	0	0	2.40	9.65	9.95	9.95	9.95	6.00	6.00	6.00	6.00
Public Works	0	0	26.70	26.65	26.65	35.15	34.40	6.05	10.95	10.95	12.15
Recreation and Community Services	0	0	2.75	2.75	2.75	1.95	.83	.83	.83	.83	.83
Redevelopment	6.00	6.00	11.30	6.65	0	0	0	0	0	0	0
Storm Water	0	0	0	0	0	0	0	0	3.75	3.75	4.80
Total Special Funds	89.00	89.00	144.43	145.05	151.17	164.73	163.16	144.93	136.83	136.83	120.81
<u>OTHER GOVERNMENTAL FUNDS</u>											
Maintenance Community Facilities Districts	0	0	8.00	8.00	8.00	8.00	8.00	6.00	6.00	6.00	15.00
Total Other Governmental Funds	0	0	8.00	8.00	8.00	8.00	8.00	6.00	6.00	6.00	15.00
<u>ENTERPRISE FUNDS</u>											
Environmental Resources	0	0	0	0	79.03	117.86	117.11	118.10	118.85	119.85	176.08
Solid Waste	81.00	81.00	78.72	79.03	0	0	0	0	0	0	0
Water	50.00	50.00	51.16	55.53	54.53	56.37	56.62	55.98	55.78	56.78	64.58
Waste Water	72.00	72.00	70.42	70.79	71.79	74.62	74.87	83.77	79.87	83.87	76.54
Total Enterprise Funds	203.00	203.00	200.30	205.35	205.35	248.85	248.60	257.85	254.50	260.50	317.20
<u>INTERNAL SERVICE FUNDS</u>											
Public Liability Workers Compensation	0	0	.50	1.25	.50	.50	.50	.25	.25	.25	.50
Information Systems	22.00	22.00	22.00	21.15	21.15	21.15	21.15	15.00	25.00	25.00	25.00
Fleet Maintenance	35.00	35.00	35.20	35.20	35.20	35.20	36.20	31.30	31.20	31.20	31.65
Facilities Maintenance	37.35	37.35	35.35	35.35	35.35	35.35	35.35	27.70	27.70	27.70	28.65
Customer Billing	12.00	12.00	12.00	12.00	7.00	7.00	7.00	6.00	6.00	6.00	7.00
Total Internal Service Funds	106.35	106.35	109.55	108.95	103.70	104.03	105.03	83.25	93.15	93.15	96.20
<u>MEASURE O</u>											
Fire	0	0	0	0	0	6.00	6.00	21.00	21.00	21.00	21.00
Maintenance Services Information Technology	0	0	0	0	1.00	5.00	5.00	3.00	3.00	3.00	3.00
Library	0	0	0	0	.50	.50	.50	.50	.50	.50	.50
Police	0	0	0	19.00	21.00	21.00	21.00	19.00	19.00	19.00	16.00
Recreation	0	0	0	0	0	0	0	0	0	0	17.00
Total Measure O	0	0	0	19.00	22.50	32.50	32.50	43.50	43.50	43.50	60.50
TOTAL CITY	1,210.00	1,210.00	1,208.00	1,217.00	1,226.00	1,277.50	1,278.00	1,153.50	1,170.50	1,219.50	1,369.50

Debt Service Summary FY 2017-18 (as of 7/1/2017)

FUND NAME	MATURITY DATE	Type of debt	7/1/2017 BALANCE	17/18 PRINCIPAL	17/18 INTEREST	17/18 ADMIN
GENERAL FUND						
CERTIFICATES OF PARTICIPATION, SERIES 2012	6/1/2028	Certificates of Participation	3,979,764	343,958	140,884	5,125
ADJUSTABLE RATE LEASE REVENUE BONDS, 2003	6/1/2033	Lease Revenue Bonds	9,400,000	470,000	379,478	115,500
VARIABLE RATE BONDS, SERIES 2006	6/1/2036	Lease Revenue Bonds	18,385,000	680,000	648,991	210,600
LEASE REVENUE BONDS SERIES 2011	6/1/2036	Lease Revenue Bonds	19,845,000	410,000	1,051,195	3,125
BANK OF AMERICA/WESTERN ALLIANCE LEASES						
~Bank of America Lease Purchase Draw # 17	9/1/2017	Lease Purchase Loans	14,065	14,065	199	-
~Bank of America Lease Purchase Draw # 10	10/1/2020	Lease Purchase Loans	407,028	110,625	15,106	-
~Bank of America Lease Purchase Draw # 15	7/1/2017	Lease Purchase Loans	1,698	1,698	24	-
~Bank of America Lease Purchase Draw # 16	8/1/2017	Lease Purchase Loans	4,150	4,150	58	-
~Bank of America Lease Purchase Draw # 20	4/1/2018	Lease Purchase Loans	112,547	74,686	1,737	-
~Western Alliance/TPG Draw # 1	10/7/2019	Lease Purchase Loans	284,461	108,180	11,564	-
~Western Alliance/TPG Draw # 13	9/1/2018	Lease Purchase Loans	979,293	647,745	25,803	-
~Western Alliance/TPG Draw # 14	9/1/2016	Lease Purchase Loans	0	-	-	-
Total General Fund			53,413,007	2,865,107	2,275,038	334,350
HALF CENT SALES TAX FUND						
LEASE REVENUE PROJECT AND REFUNDING BONDS, SERIES 2014	6/1/2029	Lease Revenue Bonds	14,765,000	935,000	728,900	5,625
OXNARD FIRE STATION PROJECT BONDS	12/1/2031	Lease (Issuer is CMFA)	13,975,000	715,000	640,919	30,000
BANK OF AMERICA/WESTERN ALLIANCE LEASE PURCHASES	4/1/2020	Lease Purchase Loans	490,246	160,174	9,008	-
Total Half Cent Sales Tax Fund			29,230,246	1,810,174	1,378,827	35,625
WATER FUND						
WATER REVENUE REFUNDING, PROJECT BONDS SERIES 2014	6/1/2034	Revenue Bonds	31,277,090	1,344,671	1,188,529	3,625
WATER REVENUE PROJECT BONDS SERIES 2006	6/1/2036	Revenue Bonds	46,245,000	1,150,000	2,275,585	3,625
WATER REVENUE PROJECT BONDS SERIES 2010A	6/1/2022	Revenue Bonds	8,475,000	1,535,000	434,925	3,125
WATER REVENUE PROJECT BONDS SERIES 2010B (BAB's)	6/1/2040	Revenue Bonds	83,670,000	-	5,786,173	3,125
WATER REVENUE REFUNDING BONDS SERIES 2012	6/1/2030	Revenue Bonds	7,300,000	445,000	288,169	3,625
BANK OF AMERICA/WESTERN ALLIANCE LEASE PURCHASES	9/1/2017	Lease Purchase Loans	3,498	3,498	60	-
Total Water Fund			176,970,588	4,478,169	9,973,440	17,125
WASTEWATER TREATMENT FUND						
WASTEWATER REVENUE REFUNDING, SERIES 2013	6/1/2020	Revenue Bonds	9,561,265	3,101,192	265,803	3,625
WASTEWATER REVENUE Refunding BONDS, SERIES 2014	6/1/2034	Revenue Bonds	71,985,000	-	3,599,250	5,625
WASTEWATER REVENUE BONDS, SERIES 2004 B	6/1/2034	Revenue Bonds	15,725,000	1,050,000	631,673	322,000
WASTEWATER REVENUE PROJECT BONDS, SERIES 2006	6/1/2036	Revenue Bonds	9,715,000	330,000	466,943	5,125
BANK OF AMERICA/WESTERN ALLIANCE LEASE PURCHASES	9/1/2019	Lease Purchase Loans	121,062	47,360	3,236	-
Total Wastewater Treatment Fund			107,107,327	4,528,552	4,966,904	336,375
ENVIRONMENTAL RESOURCES FUND						
TRASH CONTAINER LEASE PURCHASE	4/23/2018	Lease Purchase Loans	410,194	410,194	12,749	-
BANK OF AMERICA/WESTERN ALLIANCE LEASE PURCHASES	9/1/2017	Lease Purchase Loans	18,090	18,090	308	-
SOLID WASTE LOAN FROM WATER	11/1/2019	Internal Loan	3,378,592	1,093,077	101,358	-
TRASH TRUCK LEASE PURCHASE (DETAILS PENDING)		Lease Purchase Loans	5,000,000	950,000	100,000	-
Total Environmental Resources Fund			8,806,877	2,471,362	214,415	-
SUCCESSOR AGENCY (REDEVELOPMENT)						
TAX ALLOCATION REFUND. & PROJECT BDS. SERIES 2004	9/1/2026	Tax Allocation Bonds	9,920,000	910,000	451,471	3,125
LOCAL OBLIGATION REV. 2006 TAX ALLOCATION BONDS			16,060,000	555,000	758,673	9,374
~2006 - Tax Allocations HERO	9/1/2036	Tax Allocation Bonds	9,060,000	305,000	471,487	3,125
~2006 - Tax Allocations Ormond	9/1/2035	Tax Allocation Bonds	4,455,000	160,000	182,756	3,125
~2006 - Tax Allocations Southwinds	9/1/2035	Tax Allocation Bonds	2,545,000	90,000	104,430	3,125
HERO TAX ALLOCATION BONDS SERIES 2008	9/1/2038	Tax Allocation Bonds	10,220,000	235,000	473,138	3,500
Total Successor Agency Fund			36,200,000	1,700,000	1,683,281	15,999
GOLF COURSE ENTERPRISE FUND						
GOLF COURSE LOAN FROM WATER	7/1/2025	Internal Loan	1,120,067	122,290	37,271	-
Total Golf Course Enterprise Fund			1,120,067	122,290	37,271	-
GAS TAX FUND						
GAS TAX REVENUE CERTIFICATES OF PARTICIPATION SERIES 2007	9/1/2037	Limited Obligation Bonds	22,870,000	690,000	1,020,300	3,625
Total Gas Tax Fund			22,870,000	690,000	1,020,300	3,625
ASSESSMENT DISTRICTS/COMMUNITY FACILITIES DISTRICTS						
ASSESSMENT DISTRICT NO. 2000-1 (OXNARD BLVD/HWY 101)	9/2/2033	Assessment District	1,745,000	60,000	103,675	16,998
COMMUNITY FACILITIES DISTRICT NO. 3 (SEABRIDGE)	9/1/2035	Community Facilities District	26,340,000	640,000	1,061,616	66,895
COFA LOCAL OBLIGATION REVENUE BONDS, SERIES 2012	9/1/2033	Local Obligation (AD/CFD)	25,165,000	985,000	1,056,305	125,120
- AD 2001-1 (Rice Ave/Hwy 101)	9/1/2032	Assessment District	10,095,000	460,000	434,180	54,833
- CFD 1 (Westport)	9/1/2033	Community Facilities District	7,960,000	240,000	355,058	33,747
- CFD 2000-3 (Oxnard Blvd/Hwy 101)	9/1/2032	Community Facilities District	7,110,000	285,000	267,067	36,540
Total Assessment / Community Facilities Districts			53,250,000	1,685,000	2,221,596	209,013

Indirect Cost Determination

The annual amount of indirect cost reimbursement to the General Fund is developed from an indirect cost plan which adheres to the guidelines as published by the Federal Office of Management & Budget. The indirect cost plan also serves as the basis for reimbursement from State and Federal grants. The indirect cost plan is essentially a statistical model which allocates the cost of administrative and support departments (indirect cost) to direct service departments.

Each fiscal year (FY), beginning with FY 1985-86, when the Indirect Cost Allocation Plan was first adopted, the plan has been reviewed and updated both as to costs of providing the administrative and support services and the statistics upon which each department's cost will be allocated. In keeping with the Council's policy of full cost recovery, each department has reviewed, and modified where appropriate, the statistical base for allocating indirect cost.

How Indirect Cost is Determined

Generally, costs associated with any department can be divided into two major categories: direct and indirect cost. Direct cost represents resources that can be specifically identified with a particular activity or function. To the extent possible such costs are charged directly to that activity for purposes of cost determination. For example, the salary of a police officer is directly associated with the police function and should be charged directly to that department.

Indirect cost represents resources that are employed for common or joint purposes benefitting several activities or functions. As such, indirect costs are not as readily chargeable to individual departments or divisions and, therefore, generally require allocation based upon usage relationships. For example, Human Resources provides a varied level of benefit and supporting service to all operating departments throughout the year. Because it is not cost effective to determine the amount of support service to charge on a direct charge basis, these costs are allocated through the indirect cost plan.

The major component of indirect cost involves the operating expense of central service activities that provide common supportive services to other funds and departments. These supportive services include the City Council, City Manager's Office, Financial Services, City Attorney's Office, City Clerk's Office, City Treasurer's Office and Mail and Courier Services. Annual depreciation expense of usable buildings, motor vehicles, and other equipment not paid for through Federal grants are also allowable as indirect costs.

Indirect Cost Determination

How the City Benefits

The City benefits financially from an Indirect Cost Allocation Plan in the following ways:

1. **Administrative Costs are Recovered:** Administrative programs within the General Fund provide a benefit and support to other funds in the City. The Indirect Cost Allocation Plan calculates the costs of these support services so the General Fund can be reimbursed.
2. **Additional Grant Revenue:** An approved indirect cost plan makes it possible for the City to receive additional grant funds under State and Federal guidelines to cover indirect cost.
3. **Use of Indirect Cost as Matching Funds for Grants:** Indirect cost justified through any indirect cost plan may be used to satisfy cash matching requirements for grants. Although this use of the indirect cost plan does not create additional revenues for the City, the use of indirect cost to match Federal funds can reduce the need for additional local appropriations.
4. **A more accurate cost of providing services is identified.**

An indirect cost plan is another tool used to identify the full cost of a specific activity or function. Accurate full cost information can be valuable in the decision making process (e.g., price determination, comparing the cost of contracting for a service with providing it internally, assessing a need for additional or fewer staff, capital budgeting decisions, etc.), and can be used to inform the public of the full cost of providing services.

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FY 2017-18
Proposed Budget

Measure O



FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	15-16 Actual	16-17 Adopted	16-17 Revised	17-18 Proposed
RECREATION AND YOUTH				
Administrative Assistant	-	-	-	1.00
Management Analyst I/II	-	-	-	1.00
Recreation/Human Services Coordinator	-	-	-	1.00
Recreation/Human Services Leader I (Limited Term)	-	-	-	1.00
Recreation/Human Services Leader II (Limited Term)				3.00
Recreation/Human Services Leader III (Limited Term)	-	-	-	10.00
Library Aide I/II	0.50	0.50	0.50	0.50
Total FTE	0.50	0.50	0.50	17.50
PARKS AND OPEN SPACE				
Groundswoker I/II	2.00	2.00	2.00	2.00
Senior Groundswoker	1.00	1.00	1.00	1.00
Total FTE	3.00	3.00	3.00	3.00
PUBLIC SAFETY & GANG PREV.				
			V	
Computer Network Engineer I/II	3.00	3.00	3.00	3.00
Fire Captain	6.00	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00	6.00
Firefighter	9.00	9.00	9.00	9.00
Police Officer I/II	14.00	14.00	14.00	14.00
Police Officer III	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Total FTE	40.00	40.00	40.00	40.00
MEASURE O TOTAL	43.50	43.50	43.50	60.50

Measure O

Function:

Approved by voters in November 2008 to enhance services to the community, the half-cent sales tax or "Measure O" is a 20-year general purpose sales tax. Measure O provides protection, maintenance and enhancement of vital City services including police, fire and emergency response, increasing street paving/pothole repair to improve traffic flow, expanding youth recreation, after-school and anti-gang prevention programs, acquiring property for parks/open space preservation, upgrading stormwater drains, improving senior services, increasing code compliance, and other general services.

Programs:

Proposed ongoing programs for FY 2017-18 include:

Public Safety & Gang Prevention Intervention

Police and Fire Department enhanced CAD-911/RMS/MDC systems: Improve response times and public safety.

City Corps Townkeeper Program: Engage at-risk youth through programs that increase residents' services and neighborhood cleanliness through focused and sustained enhancement activities.

Enhanced Community Policing: Addition of two beats, one each in District 1 and in District 2 would allow officers more time to proactively address problems in the beats and better distribute the workload. Smaller areas of responsibility would shorten response times and allow for more problem-solving and directed enforcement, including gang suppression and traffic enforcement. These smaller beats will allow officers to better practice community policing philosophy.

Fire Station 8 Lease Debt: Debt payment of Fire Station 8. Fire Station #8 Operations at College Park: Operate the new College Park Headquarters Station No. 8 located on 3.1 acres on the southeast corner of South Rose Avenue and the East Channel Islands Boulevard. The new 4 Apparatus Bay Station contains 13,036 square feet with living quarters. The station will have an engine company, a truck company and a battalion chief for a staff of 8 firefighters per work shift for a total of 24 new firefighter positions. This is a stand-alone station that has its own fueling and emergency power systems and is designed to be an "Essential Public Safety Building."

Fire Apparatus Replacement: Fire Truck Lease 2013. Continue annual lease payment of a new fire ladder truck replacing an existing 1973 Seagrave Aerial Ladder truck.

Traffic & Road Improvements

2014 Lease Revenue Street Bond: Debt payment for Streets Resurfacing Improvements.

Alley Reconstruction and Roadway Repair: Reconstruct badly deteriorated alleys throughout the City and repair badly deteriorated sections of neighborhood and major City streets to avoid costlier reconstruction.

Parks & Open Space

College park Annual Maintenance: Phase 1C- Five new sports fields have been installed with state of the art drainage system and professional lighting; a complete kitchen type concession stand that meets all codes and requirements; additional two restrooms that are all ADA compliant have been built; along with parking, landscaping and irrigation; and fencing to enhance and protect the investment in this park has been installed. Maintenance for this large park is extensive and a complete maintenance yard has been set-up at the site for the equipment and training of maintenance.

College Park: It is estimated that within the City of Oxnard there is over 15,000 Soccer players youth as well as adult. To help secure the safety as well as a positive environment, We have chosen to monitor the College Park Facility. The monitoring of College Park includes soccer, flag football, skateboarding and any other recreational program that brings a high attendance to the park. The Monitors at College Park are also responsible for lining the athletic fields as well as staffing the snack bar for high attendance events.

Day at the Park-Special Needs: Enhance special populations program by offering additional program days during June-August and a special holiday event in December. Also, supports our Challenger Football program and helps the Challenger Baseball program.

East Village Park Maintenance: East Village park was a newly constructed neighborhood park located at 2051 Jacinto Drive in Oxnard adjacent to the Rio Rosales School. Construction started on the park in August 2014. This park is to be a join use park between the neighborhood and the school during regular school hours. The park contains a playgroup with equipment for two age groups 2-5 and 5-12 with rubber safety surface; it also has exercise equipment station with a rubberized surface; and a restroom with with men and women facilities.

Homework Center Main Library: Provide Homework Center for 20 hours per week year-round. The program consist of a part-time Library Aide and volunteers.

The Integrated Library System (ILS): The Library's Sirsi ILS was antiquated and inefficient which necessitated intensive staff support, as the vendor would no longer maintain it. The implementation of the new Polaris system helped create a more efficient library operation by saving valuable staff time and bringing the Oxnard Public Library into the 21st Century with its ease of use and modern technology. Polaris ILS is an automated solution with many versatile modules and features directly linked to the public. The system allows for more efficient check-in/out, billing and invoicing, cataloging and public access to the library's 400,000 volume collection.

Library Wi-Fi Operational: Wi-Fi availability at the Main Library, South Oxnard and Colonia Branch Libraries during all library open hours. Wi-Fi allows electronic devices to exchange data wireless over a computer network. Wi-Fi expands computer access to Oxnard residents.

Mobile Activity Center (MAC): The MAC serves as a mobile recreation center. The Mobile Activity Center currently visits 16 parks (two per week) over an 8 week summer period. The staff engage the neighborhood youth in various activities such as: crafts, board games, sports, other recreational games, jolly jumper and City Corps Wagon Train.

Police Activities League (PAL): A ten week summer basketball program that serves over 200 children, "Summer Lunch Program" in conjunction with the United States Department of Agriculture (USDA) three sites (Southwinds, PAL, and Colonia) that serves over 1300 children daily for ten weeks. "Movies in the Park" program that reaches over 4000 residents, year round "Youth Directors" program that teaches youth leadership and life skills. Boxing tournament that allows a chance for boxers in Oxnard to compete in a National PAL competition, and an increase in staff levels during the school year because of the high attendance of youth at the PAL Facility.

Pre School To You: This program operates during the regular school year (September - June). The staff conduct classes in a neighborhood park or recreation center at different locations throughout the city. It provides an opportunity for preschool age children to participate in activities that prepare them for enrollment into kindergarten. Teachers work with the child on developing fine motor skills, recognizing letters & numbers, nutrition & physical fitness, social skills, and other relevant skills that will help with their successful transition into K-8 schools. This program will also offer a summer session that will focus on recreational themes and continuing to develop relevant social skills.

Senior Nutrition Program Enhancement: Senior Services provides a daily average of 50-60 congregate meals at two locations (Wilson Senior Center & Palm Vista Senior Center) five days per week. In addition to the congregate meals served daily, Senior Services administers a home delivery program for home bound seniors. Through a contract with Food Share, seniors receive 10 frozen meals bi-weekly at their home. We currently serve between 90-105 home bound seniors. Food Share stores the meals and delivers them for us. This program is available for seniors 60+ years of age and is in partnership with the County of Ventura’s Area Agency on Aging.

Other Community Improvements

Spanish Language Interpretation of Council Meetings: All language Interpreting & translating provided on-location, conference English-Spanish/Spanish-English interpretation services for City Council meetings and broadcasting over the City’s government channel SAP system and for members of the public in attendance at the meetings. Interpretation services are provided at regular and special City Council meetings.

Programs	Proposed FY17-18
CAD/RMS Operational	800,000
City Corps Townkeeper Program	550,000
Enhance Community Police	2,800,000
Fire Station 8 Lease Debt	1,355,918
Fire Station 8 Operations	3,800,000
Fire Truck Lease 2013	169,182
Public Safety & Gang Prevention Intervention Total	9,475,100
2014 Lease Revenue Street Bond	1,673,202
Alley Reconstruction and Roadway Repair	500,000
Traffic & Road Improvements Total	2,173,202
College Park Annual Maintenance	500,000
College Park Program	155,000
Day at the Park-Special Needs	17,453
East Village Park Maintenance	100,000
Homework Center Main Library	41,309
Library Integrated System	50,000
Library Wi-Fi Operational	2,000
Mobile Activity Center Services	50,000
Police Activities League (PAL) Operational	140,000
Preschool To You	135,000
Senior Nutrition Program Enhancement	40,000
Parks & Open Space Total	1,230,762
Ormond Beach Enhancement	50,000
Spanish Language Interpretation of Council Meetings	56,807
Other Community Improvements Total	106,807
	12,985,871

Expenditures by Program by Fund

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
104-HALF CENT SALES TAX				
FIRE				
2208-STATION 8	3,216,687	4,588,390	4,687,156	5,155,918
2209-FIRE TRAINING ACADEMY	-	-	108,424	-
2260-CAPITAL IMPROVEMENTS	172,857	169,182	169,182	169,182
FIRE Total	3,389,544	4,757,572	4,964,762	5,325,100
GENERAL SERVICES				
5701-PARKS AND PUBLIC GROUNDS	466,527	966,527	1,029,263	500,000
5703-GRAFFITI ACTION PROGRAM	-	-	-	-
5704-STREET MAINTENANCE & REPAIR	390,000	-	507,541	500,000
5723-CAPITAL IMPROVEMENTS	-	-	5,350	-
5727-PARKS AND PUBLIC GROUNDS	3,200	-	160,181	100,000
5749-CAPITAL IMPROVEMENTS	954,184	-	100,000	-
5759-CAPITAL IMPROVEMENTS	-	-	298	-
5770-CAPITAL IMPROVEMENTS	-	1,750,000	1,821,583	-
5774-CAPITAL IMPROVEMENTS	353,636	-	43,353	-
GENERAL SERVICES Total	2,167,547	2,716,527	3,667,569	1,100,000
LIBRARY				
5401-LIBRARY COMMUNITY OUTREACH	30,000	21,178	29,301	41,309
5412-CAPITAL IMPROVEMENTS	2,000	-	4,593	2,000
5420-CAPITAL IMPROVEMENTS	143,283	50,000	65,742	50,000
LIBRARY Total	175,283	71,178	99,636	93,309
NON-DEPARTMENTAL				
1004-RESERVES AND TRANSFERS	17,063	-	7,559	50,000
NON-DEPARTMENTAL Total	17,063	-	7,559	50,000
POLICE				
2101-COMMUNITY PATROL	2,080,778	3,731,998	3,823,817	2,800,000
2103-POLICE SUPPORT SERVICES	787,947	787,947	1,203,271	800,000
2106-CODE COMPLIANCE	-	25,000	25,000	-
POLICE Total	2,868,725	4,544,945	5,052,088	3,600,000

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
PUBLIC WORKS				
3102-TRAFFIC ENG. & OPERATIONS	160,000	-	149,671	-
PUBLIC WORKS Total	160,000	-	149,671	-
DEVELOPMENT SERVICES				
3410-CAPITAL IMPROVEMENTS	58,902	-	8,604	-
6670-CAPITAL IMPROVEMENTS	1,165	-	-	-
DEVELOPMENT SERVICES Total	60,067	-	8,604	-
CITY MANAGER				
1405-PUBLIC INFORMATION	50,000	50,000	52,638	56,807
CITY MANAGER Total	50,000	50,000	52,638	56,807
STREET MAINTENANCE & REPAIRS				
3015-CAPITAL IMPROVEMENTS	155,220	-	2,451	-
3103-STREET MAINTENANCE & REPAIR	-	-	43,594	-
3134-CAPITAL IMPROVEMENTS	134,616	-	-	-
3155-CAPITAL IMPROVEMENTS	1,673,450	1,674,200	1,712,337	1,673,202
STREET MAINTENANCE & REPAIRS Total	1,963,286	1,674,200	1,758,382	1,673,202
PARKING LOTS				
3174-CAPITAL IMPROVEMENTS	5,175	-	-	-
PARKING LOTS Total	5,175	-	-	-
CONSTRUCTION AND DESIGN SERVICES				
3130-CAPITAL IMPROVEMENTS	-	-	55,517	-
CONSTRUCTION AND DESIGN SERVICES Total	-	-	55,517	-
RECREATION				
5302-YOUTH DEVELOPMENT	-	-	-	-
5304-SENIOR SERVICES/SPECIAL POPULA- TIONS	-	-	-	-
5314-YOUTH DEVELOPMENT	145,624	-	-	-
5501-RECREATION COMMUNITY SERVICES	162,000	-	18,529	17,453
5502-YOUTH DEVELOPMENT	469,653	330,602	582,333	480,000
5503-SENIOR SERVICES	40,000	40,000	110,232	40,000
5511-CITICORP.	476,640	550,000	615,226	550,000
5550-CAPITAL IMPROVEMENTS	-	-	48,290	-
5595-CAPITAL IMPROVEMENTS	-	-	22,712	-
RECREATION Total	1,293,917	920,602	1,397,322	1,087,453

EXPENDITURES BY PROGRAM BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
INFORMATION TECHNOLOGY				
7306-TELECOMMUNICATIONS	-	100,000	100,000	-
INFORMATION TECHNOLOGY Total	-	100,000	100,000	-
PERFORMING ARTS AND CONVENTION CENTER				
5601-PERFORMING ARTS AND CONVENTION CENTER	-	350,000	350,000	-
PERFORMING ARTS AND CONVENTION CENTER Total	-	350,000	350,000	-
104-HALF CENT SALES TAX Total	12,150,607	15,185,024	17,663,748	12,985,871

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
104-HALF CENT SALES TAX				
FIRE				
1-PERSONNEL	2,738,317	2,630,947	2,838,137	3,204,585
2-OTHER O&M EXPENSE	306,956	452,880	589,474	570,415
3-DEBT SERVICE	149,532	1,357,600	1,342,600	1,355,918
4-CAPITAL OUTLAY	25,557	146,963	25,369	25,000
5-TRANSFERS OUT	169,182	169,182	169,182	169,182
FIRE Total	3,389,544	4,757,572	4,964,762	5,325,100
GENERAL SERVICES				
1-PERSONNEL	195,169	206,270	414,187	318,318
2-OTHER O&M EXPENSE	664,558	760,257	952,699	595,850
4-CAPITAL OUTLAY	1,307,820	1,750,000	2,300,683	185,832
GENERAL SERVICES Total	2,167,547	2,716,527	3,667,569	1,100,000
LIBRARY				
1-PERSONNEL	27,785	21,178	29,301	32,705
2-OTHER O&M EXPENSE	73,635	50,000	70,335	60,604
4-CAPITAL OUTLAY	73,863	-	-	-
LIBRARY Total	175,283	71,178	99,636	93,309
NON-DEPARTMENTAL				
2-OTHER O&M EXPENSE	17,063	-	7,559	50,000
NON-DEPARTMENTAL Total	17,063	-	7,559	50,000
POLICE				
1-PERSONNEL	2,152,884	2,390,189	2,897,332	2,488,190
2-OTHER O&M EXPENSE	715,841	1,644,756	1,644,756	1,111,810
4-CAPITAL OUTLAY	-	510,000	510,000	-
POLICE Total	2,868,725	4,544,945	5,052,088	3,600,000
PUBLIC WORKS				
2-OTHER O&M EXPENSE	100,000	-	99,149	-
4-CAPITAL OUTLAY	60,000	-	50,522	-
PUBLIC WORKS Total	160,000	-	149,671	-
DEVELOPMENT SERVICES				
2-OTHER O&M EXPENSE	1,165	-	-	-
4-CAPITAL OUTLAY	58,902	-	8,604	-
DEVELOPMENT SERVICES Total	60,067	-	8,604	-

EXPENDITURES BY TYPE BY FUND

	2015-16 Actual	2016-17 Adopted	2016-17 Revised	2017-18 Proposed
CITY MANAGER				
2-OTHER O&M EXPENSE	50,000	50,000	52,638	56,807
CITY MANAGER Total	50,000	50,000	52,638	56,807
STREET MAINTENANCE & RE-PAIRS				
1-PERSONNEL	-	-	43,594	-
2-OTHER O&M EXPENSE	179,855	3,675	6,126	3,675
4-CAPITAL OUTLAY	113,656	-	-	-
5-TRANSFERS OUT	1,669,775	1,670,525	1,708,662	1,669,527
STREET MAINTENANCE & RE-PAIRS Total	1,963,286	1,674,200	1,758,382	1,673,202
PARKING LOTS				
4-CAPITAL OUTLAY	5,175	-	-	-
PARKING LOTS Total	5,175	-	-	-
CONSTRUCTION AND DESIGN SERVICES				
1-PERSONNEL	-	-	9,918	-
2-OTHER O&M EXPENSE	-	-	45,599	-
CONSTRUCTION AND DESIGN SERVICES Total	-	-	55,517	-
RECREATION				
1-PERSONNEL	1,025,405	784,578	1,091,408	925,409
2-OTHER O&M EXPENSE	268,512	136,024	229,984	162,044
4-CAPITAL OUTLAY	-	-	75,930	-
RECREATION Total	1,293,917	920,602	1,397,322	1,087,453
INFORMATION TECHNOLOGY				
4-CAPITAL OUTLAY	-	100,000	100,000	-
INFORMATION TECHNOLOGY Total	-	100,000	100,000	-
PERFORMING ARTS AND CONVENTION CENTER				
2-OTHER O&M EXPENSE	-	150,000	150,000	-
4-CAPITAL OUTLAY	-	200,000	200,000	-
PERFORMING ARTS AND CONVENTION CENTER Total	-	350,000	350,000	-
104-HALF CENT SALES TAX Total	12,150,607	15,185,024	17,663,748	12,985,871

FY 2017-18
Proposed Budget

Glossary



GLOSSARY

Adopted Budget- Formal action is taken by the City Council to set the financial plan (expenditures, revenues, positions) for the fiscal year.

Appropriation- A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Bond- Capital raised by issuing a legal promise to pay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets and bridges.

Capital Asset/Capital Outlay- Land, buildings, improvements, machinery and equipment, and infrastructure used in operations that have initial useful lives greater than one year. The City's policy is to capitalize all assets with costs exceeding certain minimum thresholds, \$5,000 for machinery and equipment and \$20,000 for buildings, improvements and infrastructure.

Capital Improvement Projects (CIP)- Capital projects such as city buildings, general plan update, park renovations, etc. These projects are usually multi-year and, thus, extend beyond the annual budget.

Community Development Block Grant (CDBG)- A grant received by the Department of Housing and Urban Development.

Core Functions- The primary roles and responsibilities of operating the department.

Debt Service- The payment of principal and interest on borrowed funds such as bonds, notes or certificates of participation according to a predetermined schedule.

Debt Service Funds- Government fund type used to account for the accumulation of resources for and the payment of interest and principal on a debt issue.

Department- The highest organizational unit with the City which is responsible for managing divisions or activities within a functional area.

Depreciation- The cost of an asset divided by its expected useful life in years.

Division- An organization unit within a department that provides a specific service.

Encumbrances- Expenditure obligations of the City established when an agreement for services or goods is entered into. An encumbrance crosses fiscal years until the obligation is fully paid.

Ending Balance- A fund's accumulation of revenues over its expenditures available for appropriation.

Enterprise Funds- Used to account for an activity for which a fee or fees is charged to external users for goods or services. The City has three Enterprise Funds, Water, Wastewater and Environmental Resources. These account for the water services, wastewater or sewer services and solid waste activities related to collection and disposal of refuse.

Estimated Budget- The amount of revenue and/or expenditures expected in the current fiscal year.

Expenditures- The use of financial resources typically spent for goods or services.

Fiscal Year (FY)- A 12-month period specified for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Full-Time Equivalent (FTE)- Part-time and hourly positions expressed as a fraction of full-time positions (2,080 hours per year). Example: 3 positions working ½ time equal 1-1/2 FTE's.

Fund- A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance- The difference between fund assets and fund liabilities.

GANN Limit/Prop 4- The City is required, under Article XIII B of the State Constitution, to limit appropriations from proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI and nonresidential construction changes.

General Fund- The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations.

Goals- A set of criteria to be achieved within a certain time period.

Governmental Funds- Funds generally used to account for tax-supported activities. There are five different types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grants Management- Moneys received from another government, such as the State or Federal government, usually restricted to a specific purpose. An example is the CDBG grant provided by the Federal government.

Infrastructure- A substructure or underlying foundation on which the continuance or growth of a community depends: roads, schools, transportation systems, etc.

Internal Service Charges- Charges from one department or fund to another department or fund within the government entity.

Internal Service Funds- Used to account for any activity that provides goods or services to other funds or departments on a cost recovery basis. The City uses internal service funds for public liability and property damage, workers' compensation, utility customers' billing, information services, facilities maintenance, fleet equipment maintenance and COFA debt service fund.

Mission Statement- A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given period of time.

Non-Departmental- Appropriations of the General Fund not directly associated with a specific department.

Other Operating & Maintenance (O&M) Expense- The expenditures that pertain to daily operations and delivery of basic governmental services, excluding personnel cost.

Operating Budget- The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Personnel - Salaries and benefits paid to City employees.

Proposed Budget- The initial plan for the fiscal year presented to the City Council before adoption.

Quantitative and Qualitative Performance Measures- Number or percentage of work category completed or performed. The performance measures provide an indicator of the quantity of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

Reserves- Used to indicate that resources are not available for appropriation and subsequent spending, but is either for a specific purpose or to fund a liability.

Resolution- A special order of the City Council, which has a subordinate legal standing than an ordinance.

Revised Budget- Adopted plus/minus any adjustments throughout the year that are approved by Council action.

Salaries and Benefits- The set of all City-related operating costs for personnel (e.g., salaries, wages, retirement, health, dental, etc.).

Special Revenue Funds- Governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted for specified purposes.

Transfers In/Out- Movement of money from one fund to another within the City.

FY 2017-18
Proposed Budget

Resolutions



CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING THE CITY OPERATING BUDGET FOR THE FISCAL YEAR 2017-2018

WHEREAS, the City Manager submitted for the consideration of the City Council a proposed City Operating Budget for fiscal year 2017-2018 including therein a budget for Community Development Block Grant Funds through June 30, 2017; and

WHEREAS, in accordance with City Code, Section 2-179, a public hearing on these budgets was duly scheduled, advertised and held, and there was an opportunity for all persons to be heard and for their suggestions or objections to be carefully considered.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD HEREBY RESOLVES AS FOLLOWS:

- The City Council has reviewed the proposed Operating Budget and the funds included therein for the period of July 1, 2017 through June 30, 2018 and hereby finds that such budgets, as revised, are sound plans for the financing during fiscal year 2017-2018 of required City operations, services, and capital improvements. Such budgets are hereby proposed as follows:

Funds	2017-18 Proposed Budget
101-GENERAL FUND	125,179,875
103-GENERAL FUND-OPD TRAINING	102,083
104-HALF CENT SALES TAX	12,985,871
105-STREET MAINTENANCE	221,504
114-STORM WATER MANAGEMENT	1,287,385
641-PERFORMING ARTS CNTR FUND	2,072,128
651-GOLF COURSE OPERATING	895,178
<u>Landscape & Community Facility Maintenance</u>	
<u>Districts</u>	
121-WATERWAYS ASSESSMENT DIST	471,741
124-LMD #3-RIVER RIDGE	84,910
125-LMD #4-BEACH MAIN COL/HOT	51,484
126-LMD #9-STRAWBERRY FIELDS	12,837
128-LMD #10-COUNTRY CLUB	24,240
129-LMD #11-ST. TROPAZ	7,884
131-LMD #12-STANDARD PACIFIC	22,544
132-LMD #14-CALIFORNIA COVE	38,457
133-LMD #16-LIGHTHOUSE	23,823
134-LMD #13-FD562-LE VILLAGE	19,611
135-LMD #15-PELICAN POINTE	9,340

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143-LMD #23- GREYSTONE	6,691
144-LMD #24- VINEYARDS	20,657
145-LMD #25-THE POINTE	24,053
147-LMD #27- ROSE ISLAND	25,345
148-LMD #28- HARBORSIDE	50,505
151-LMD #30- HAAS AUTOMATION	38,566
152-LMD #31-RANCHO DE LA ROSA	98,032
153-LMD #32-OAK PARK	18,828
154-LMD #33-RIO DEL SOL	38,519
156-LMD. #34-SUNRISE POINTE	95,327
157-LMD #36-VILLA SANTA CRUZ	177,601
158-LMD #37-PACIFIC BREEZE	13,917
159-LMD #38-ALDEA DEL MAR	158,585
160-LMD #39-EL SUENO/PROMESA	194,922
161-LMD #39-D.R. HORTON	68,824
162-LMD #40-CANTADA	38,439
163-LMD #41-PACIFIC COVE	61,419
164-LMD #42-CANTABRIA/CORONAD	241,036
165-LMD #43-GREENBELT(PARCRO)	88,405
170-L/M DIST.-COMBINING FUNDS	741,860
172-LMD ADMINISTRATION	962,021
173-CFD #4-SEABRIDGE MAINT	1,687,021
174-CFD #5-RIVERPARK MAINT	5,495,090
175-CFD #2-WESTPORT MAINT	840,827
176-CFD #6-NORTHSHORE MAINT	73,774
Landscape & Community Facility Maintenance Districts	12,027,135
 <u>Special Revenue Funds</u>	
118-AIR POLLUTION BUYDOWN FEE	8,465
119-PUBLIC SAFETY RETIREMENT	13,891,720
181-STATE GAS TAX	7,159,287
182-TRAFFIC SAFETY FUND	453,741
213-TDA/LTF4-TRANS.FND-99400c	613,053
214-TDA/LTF3-BI/PED FND-99234	835
217-STATE TERM GRANTS FUND	38,584
219-STATE/LOCAL-MY GRANTS	120,000
238-HOMELAND SECURITY GRANT	360,887
243-EMERGENCY SHELTER GRANT	216,508
263-RSVP	91,902
272-21ST CENTURY CLCP-ASESP	3,147,292
285-CDBG ENTITLEMENT	2,031,034
295-HUD HOME	636,249
314-2014 LEASE REVENUE BOND	801
351-PARK FEES-QUIMBY RESERVE	9,668

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352-PARK ACQ & DEVELOP FEES	677
353-STORM DRAIN FACILITY FEE	16,507
354-CIRCULATION SYS.IMPR.FEES	473,724
355-CAPITAL GROWTH FEES-RESID	415,783
356-CAP GROWTH FEES-NONRESID	132,276
370-CUPA OPERATING FUND	814,150
481-CITY-DOWNTOWN IMPROVEMENT	162,458
547-ART IN PUBLIC PLACE TRUST	20,000
Special Revenue Funds	30,815,601

Assessment Districts Funds

508-ROSE/101 ASSESS DIST 96-1	4,029
513-ASSESSMENT DIST. 2000-1	180,887
514-RICE/101 INTER.ASSES.DIST	955,573
520-CFD #3-SEABRIDGE/MANDALAY	1,827,785
537-COMM.FAC.DIST. 2000-3	587,186
538-CFD #1-WESTPORT	672,999
Assessment Districts Funds	4,228,459

Enterprise Funds

Water Funds	58,871,273
WasteWater Funds	62,024,032
Environmental Resources Funds	45,889,239
Total Enterprise Funds	166,784,544

Internal Service Funds

701-PUBL LIAB & PROP DAMAGE	2,988,144
702-WORKERS COMPENSATION FUND	5,576,787
725-CUSTOMER BILLING OPR FUND	1,318,715
731-INFORMATION TECHNOLOGY	5,334,513
735-FACILTIES MAINTENANCE	3,895,699
741-FLEET SERVICES FUND	10,379,809
Total Internal Service Funds	29,493,667

Total All Funds **386,093,430**

Less: Internal Service Funds (29,493,667)

Net Adjusted Appropriations **356,599,763**

2. To the extent funds are available, any unused appropriations at the end of fiscal year 2016-2017 in active Capital Improvement Projects are hereby re-appropriated for continued use in fiscal year 2017-2018.

3. The Council authorizes the City Manager to transfer and make adjustment of interfund transfers on June 30, 2017 to eliminate cash deficits in funds when necessary including: Capital Improvements Impact Fee Funds, Assessment District Funds, Grant Funds, Debt Service Fund, Golf Fund, and Arts and Convention Center Fund.

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4. Multi-year capital project or programs funded by Measure O Half-Cent Sales Tax are included in the budget and are hereby re-appropriated to FY17-18. In FY14-15, the Measure O Fund provided a liquidity loan of \$16,000,000 to the General Fund to assure General Fund solvency. The loan is repaid in annual installments of \$1,875,688 over a period of ten years at 3% interest.

5. Any remaining balances in approved grant programs and improvement assessment district projects at the end of fiscal year 2016-2017, except for balances reallocated as part of the budget process, are hereby re-appropriated for continuing use in fiscal year 2017-2018 and all estimated revenues from such approved grants and assessment districts projects for 2016-2017 that are not realized by year end are authorized to be continued.

6. To the extent funds are available, all General Fund encumbrances whereby contracts remained active at the close of fiscal year 2016-2017 are carried forward and corresponding appropriations if available are also carried forward with the approval of the Chief Financial Officer.

7. All General Fund revenues in excess of expenditures and encumbrances at the close of fiscal year 2016-2017, not otherwise provided for in City Council budget policies or re-appropriated above, are hereby appropriated to the General Fund Operating Reserve on June 30, 2017.

8. Staff is directed to ensure that the final adopted budget documents containing the Operating Budget and the Capital Improvement Budget for fiscal year 2017-2018 shall contain all revisions made by the City Council prior to final budget adoption.

Resolution No.

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PASSED AND ADOPTED on this _____ day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO. _____

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD
APPROVING THE HOUSING AUTHORITY'S OPERATING AND CAPITAL
IMPROVEMENT BUDGETS FOR FISCAL YEAR 2017-2018**

WHEREAS, in accordance with law, a public hearing on this budget was duly scheduled, advertised and held and there was an opportunity for all persons to be heard and for their suggestions or objections to be carefully considered.

NOW, THEREFORE, THE HOUSING AUTHORITY OF THE CITY OF OXNARD HEREBY RESOLVES AS FOLLOWS:

1. Having reviewed the proposed Operating and Capital Improvement Budget, and the funds included therein for the period of July 1, 2017 through June 30, 2018, the Housing Authority hereby adopts the budget and appropriations for fiscal year 2017-2018 summarized as follows:

Programs	FY 2017-2018 Budget
Public Housing	\$ 7,500,000
Rental Assistance – Section 8	<u>\$20,400,000</u>
Total Cost	\$27,900,000

2. Staff is directed to ensure that the final adopted budget document containing the Housing Authority's operating budget for fiscal year 2017-2018 shall contain all revisions made by the Housing Authority prior to final budget adoption. PASSED AND ADOPTED on this _____ day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Tim Flynn, Chairman

ATTEST:

Michelle Ascencion, Secretary Designate

APPROVED AS TO FORM:

Stephen M. Fischer, General Counsel

CITY COUNCIL OF THE CITY OF OXNARD
RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2017-2018

WHEREAS, Government Code section 7900 provides for the implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code sections 7901 through 7914 provide that each year the City Council shall, by resolution, establish its proceeds of taxes appropriation limit at a regularly scheduled meeting; and

WHEREAS, all documentation used in the determination of the proceeds of taxes appropriation limit has been and will continue to be available to the public from the Chief Financial Officer of the City of Oxnard as required by law; and

WHEREAS, the proceeds of taxes appropriation limit for the fiscal year 2017-2018 is calculated by adjusting the prior fiscal year, 2016-2017; and

WHEREAS, the adjustment factors are:

1. change in the population of the County = 0.41%
2. change in the population of the City = 0.49%
3. change in the per capita income in California = 3.69%; and

WHEREAS, the formula provides that the City can use the greater of either factors 1 or 2, plus factor 3; and

WHEREAS, the City's fiscal year 2017-2018 appropriation limit for proceeds of taxes is determined to be \$332,814,708 using factors 2 and 3.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD resolves as follows: The proceeds of taxes appropriation limit for the fiscal year 2017-2018 is established as \$332,814,708 and the "proceeds of taxes" revenue subject to this limitation is \$124,026,943, an amount well below the established limit. Documentation used in the determination of the proceeds of taxes appropriation limit is available to the public at the City of Oxnard Finance Department, 300 West Third Street, Oxnard, CA 93030.

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING RESOLUTION NO. 14,949 AUTHORIZING FULL-TIME EQUIVALENT POSITIONS IN ACCORDANCE WITH THE OPERATING BUDGET FOR THE 2017-2018 FISCAL YEAR

NOW, THEREFORE, the City Council of the City of Oxnard resolves that the attachment to this Resolution listed as Exhibit "A" contains all full time equivalent positions hereby authorized as provided for in the operating budget for fiscal year 2017-2018.

PASSED AND ADOPTED this day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen Fischer, City Attorney

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
CITY ATTORNEY	ASSISTANT CITY ATTORNEY	1		1
	ASSISTANT CITY ATTORNEY	1		1
	ASSISTANT CITY ATTORNEY	1		1
	CITY ATTORNEY	1		1
	DEPUTY CITY ATTORNEY I	1		1
	LAW OFFICE MANAGER	1		1
	PARALEGAL	1		1
	CITY ATTORNEY DEPT TOTAL		7	
CITY CLERK	ASSISTANT CITY CLERK	1		1
	CITY CLERK	1		1
	OFFICE ASSISTANT II	1		1
CITY CLERK DEPT TOTAL		3		3
CITY COUNCIL	CITY COUNCILMEMBER	5		5
CITY COUNCIL TOTAL		5		5
CITY MANAGER	ADMINISTRATIVE ASSISTANT (C)	2		2
	ASSISTANT CITY MANAGER	2		2
	CITY MANAGER	1		1
	DOWNTOWN REVITALIZATION MGR	1		1
	EXECUTIVE ASSISTANT I	1		1
	MANAGEMENT ANALYST III	1		1
	PUBLIC REL & COMM AFFAIRS MGR	1		1
	CITY MANAGER DEPT TOTAL		9	
HUMAN SERVICES	ADMINISTRATIVE SECRETARY II	1		1
	COMMUNITY OUTREACH & PROD SPST	1		1
	GRAPHIC DESIGNER	0	1	1
	PUBLIC INFORMATION ASSISTANT	0	2	2
HUMAN SERVICES TOTAL		2	3	5
NEIGHBORHOOD SERVICES	ADMINISTRATIVE SECRETARY II	1		1
NEIGHBORHOOD SERVICES TOTAL		1		1
CITY MANAGER DEPT TOTAL		12	3	15
CITY TREASURER	ACCOUNT CLERK I	1	1	2
	ACCOUNT CLERK II	1		1
	ACCOUNT CLERK III	1		1
	ADMINISTRATIVE ASSISTANT	1		1
	ASST CITY TREAS/REV ACCTG MGR	1		1
	CITY TREASURER	1		1
	CODE COMPLIANCE INSPECTOR I	1		1
	CUSTOMER SERVICE ACCT TECH	2		2
	CUSTOMER SERVICE REP I	4	2	6
	CUSTOMER SERVICE REP II	1		1
	REVENUE COLLECTION TECHNICIAN	1		1
	SR. CUSTOMER SERVICE REP	1		1
	TREASURY SUPERVISOR	1		1
	CITY TREASURER DEPT TOTAL		17	3
CULTURAL & COMMUNITY SERVICES				
LIBRARY	ADMINISTRATIVE ASSISTANT	1		1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	CITY LIBRARIAN	1		1
	CULTURAL & COMMUNITY SVCS DIR	1		1
	LIBRARIAN I	6.5		6.5
	LIBRARIAN II	2		2
	LIBRARIAN III	1	2	3
	LIBRARY AIDE I	3.5	1	4.5
	LIBRARY AIDE II	6.5		6.5
	LIBRARY AIDE III	2	-2	0
	LIBRARY CIRCULATION SUPERVISOR	1		1
	LIBRARY MONITOR	0	1	1
	LITERACY COORDINATOR	1		1
	OFFICE ASSISTANT II	1		1
LIBRARY SERVICES TOTAL		27.5	2	29.5
OTHER COMMUNITY SERVICES	ADMINISTRATIVE SECRETARY II	1		1
	CULTURAL ARTS SUPERVISOR	1		1
	EVENT ATTENDANT III	1.5		1.5
OTHER COMMUNITY SERVICES TOTAL		3.5	0	3.5
PACC	ADMINISTRATIVE SECRETARY III	1		1
	EVENT ATTENDANT III	2.5		2.5
	EVENT COORDINATOR	1		1
	PERFORMING ARTS CENTER MANAGER	1		1
PACC TOTAL		5.5	0	5.5
RECREATION SERVICES	ADMINISTRATIVE ASSISTANT	0	1	1
	ADMINISTRATIVE SECRETARY II	1		1
	ADMINISTRATIVE SECRETARY III	1		1
	ADMINISTRATIVE TECHNICIAN	1		1
	COMMUNITY SERVICES MANAGER	1		1
	MANAGEMENT ANALYST I	0	1	1
	OFFICE ASSISTANT II	1	1	2
	RECREATION SUPERVISOR	2		2
	RECREATION/HUMAN SERV COORD	7		7
	RECREATION/HUMAN SERV COORD (LIMITED TERM: 6/30/18)	0	8	8
	RECREATION/HUMAN SERV LEADER I	0		0
	RECREATION/HUMAN SERV LEADER I (LIMITED TERM: 6/30/18)	0	1	1
	RECREATION/HUMAN SERV LEADER II	0		0
	RECREATION/HUMAN SERV LEADER II (LIMITED TERM: 6/30/18)	0	6	6
	RECREATION/HUMAN SERV LEADER III	4.75		4.75
	RECREATION/HUMAN SERV LEADER III (LIMITED TERM: 6/30/18)	0	20	20
RECREATION SERVICES TOTAL		18.75	38	56.75
CULTURAL & COMMUNITY SVCS TOTAL		55.25	40	95.25
DEVELOPMENT SERVICES	ADMINISTRATIVE SECRETARY I	1		1
	ADMINISTRATIVE SECRETARY III	2		2
	ASSISTANT TRAFFIC ENGINEER	1		1
	BUILDING INSPECTOR II	4	1	5
	CIVIL ENGINEER	1		1
	CODE COMPLIANCE INSPECTOR I	3		3

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed</u>	
			<u>Changes</u>	<u>Proposed 17/18</u>
	CODE COMPLIANCE INSPECTOR II	4		4
	CODE COMPLIANCE MANAGER	1		1
	CONSTRUCTION INSPECTOR II	2	1	3
	DATA ENTRY OPERATOR II	1		1
	DEPUTY BUILDING OFFICIAL	2		2
	ELECTRICAL INSPECTOR	1		1
	JUNIOR CIVIL ENGINEER	3		3
	OFFICE ASSISTANT I	0	1	1
	OFFICE ASSISTANT II	3		3
	PERMIT COORDINATOR	1		1
	PERMIT TECHNICIAN	2		2
	PLANS EXAMINER II	1		1
	SR. CODE COMPLIANCE INSPECTOR	1		1
	SR. CONSTRUCTION INSPECTOR	1		1
	SUPERVISING BUILDING INSPECTOR	1		1
	SUPERVISING CIVIL ENGINEER	1		1
DEVELOPMENT SERVICES TOTAL		37	3	40
DEVELOPMENT SUPPORT	ADMINISTRATIVE TECHNICIAN	1		1
	DEVELOPMENT SERVICES DIRECTOR	1		1
	MANAGEMENT ANALYST III	1		1
DEVELOPMENT SUPPORT TOTAL		3		3
LAND USE PLAN & ENV PROTC	ADMINISTRATIVE SECRETARY III	1		1
	ASSISTANT PLANNER	2		2
	ASSOCIATE PLANNER	2	1	3
	DRAFT/GRAPH TECHNICIAN II	1		1
	PLAN & ENV SRVCS MANAGER	1		1
	PRINCIPAL PLANNER	2		2
LAND USE PLAN & ENV PROTC TOTAL		9	1	10
DEVELOPMENT SERVICES TOTAL		49	4	53
ECONOMIC DEVELOPMENT	ADMINISTRATIVE ASSISTANT	1		1
	ADMINISTRATIVE SECRETARY III	1		1
	ECONOMIC DEVELOPMENT DIRECTOR	1		1
	PROJECT MANAGER	1		1
ECONOMIC DEVELOPMENT TOTAL		4	0	4
FINANCE DEPARTMENT	ACCOUNT CLERK II	1	1	2
	ACCOUNT CLERK III	2		2
	ACCOUNTANT I	3		3
	ACCOUNTANT II	1		1
	ACCOUNTANT II (C)	1		1
	ACCOUNTING TECHNICIAN	2	1	3
	ACCOUNTING TECHNICIAN (C)	1		1
	ADMINISTRATIVE TECHNICIAN	1	1	2
	ASSISTANT CHIEF FIN OFFICER	2	-1	1
	BUDGET MANAGER	1		1
	BUYER	2	1	3
	CHIEF FINANCIAL OFFICER	1		1
	CONTROLLER	1		1
	FINANCIAL ANALYST I	4		4
	FINANCIAL ANALYST II	2		2

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	FINANCIAL ANALYST III	0	1	1
	LANDSCAPE INSPECTOR I	0		0
	LANDSCAPE INSPECTOR II	0	2	2
	MAIL CLERK	2		2
	MAINTENANCE DISTRICT ADMIN	1		1
	MANAGEMENT ACCOUNTANT/AUDITOR	1		1
	MANAGEMENT ANALYST I	0	2	2
	MANAGEMENT ANALYST III	1		1
	PARK MAINTENANCE SUPERVISOR	0	1	1
	PROJECT MANAGER	0	2	2
	PURCHASING MANAGER	1		1
	SR. ADMINISTRATIVE SECRETARY (Underfill as Administrative Secretary III)	1		1
	SR. GROUNDSWORKER	0	2	2
	UTILITIES FINANCE OFFICER	1		1
FINANCE DEPARTMENT TOTAL		33	13	46
FIRE DEPARTMENT				
	ADMINISTRATIVE ASSISTANT (C)	1		1
	ADMINISTRATIVE SECRETARY II	2		2
	ASSISTANT FIRE CHIEF	1		1
	BATTALION CHIEF	5		5
	CUPA MANAGER	1		1
	EMS COORDINATOR	1		1
	EMERGENCY SERVICES MANAGER	1		1
	FIRE CAPTAIN	32		32
	FIRE CHIEF	1		1
	FIRE ENGINEER	30		30
	FIRE ENVIRONMENTAL SPEC I	1		1
	FIRE ENVIRONMENTAL SPEC II	2		2
	FIRE INSPECTOR	4		4
	FIREFIGHTER	44		44
	FIREFIGHTER LIMITED TERM	26		26
	GRANTS SPECIALIST II	1		1
	PLANS EXAMINER II	1		1
FIRE DEPARTMENT TOTAL		154		154
HOUSING				
HOUSING AUTHORITY				
	ACCOUNT CLERK I	1	-1	0
	ACCOUNT CLERK II	1		1
	ACCOUNT CLERK III	2		2
	ACCOUNTANT I	2		2
	ADMINISTRATIVE SECRETARY III	1		1
	COMPUTER NETWORK ENGINEER III	1		1
	CUSTODIAN II	0	2	2
	DEPUTY HOUSING DIRECTOR	1	-1	0
	FAC MAINT WORKER I	2	-1	1
	FAC MAINT WORKER II	6	-3	3
	GROUNDSWORKER I	1		1
	GROUNDSWORKER II	2	1	3
	HOUSING CONTRACT ADMIN	1		1
	HOUSING DIRECTOR	1		1
	HOUSING ENGINEER	1		1
	HOUSING FINANCIAL OFFICER	1		1
	HOUSING INSPECTOR	1		1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	HOUSING MAINT SUPERINTENDENT	1	-1	0
	HOUSING MAINT SUPERVISOR	3	-2	1
	HOUSING MODERNIZATION SUPT	1	-1	0
	HOUSING PROGRAM SUPERVISOR	4	-2	2
	HOUSING PROGRAMS MANAGER	1		1
	HOUSING SPECIALIST I	5		5
	HOUSING SPECIALIST II	8		8
	MAINTENANCE WORKER HOUSING	0	4	4
	MANAGEMENT ANALYST II	1		1
	MANAGEMENT ANALYST III	2	-2	0
	OFFICE ASSISTANT I	5	-2	3
	OFFICE ASSISTANT II	5	3	8
	REHAB CONSTRUCT SPECIALIST I	1	-1	0
	REHAB CONSTRUCT SPECIALIST II	0		0
	REHAB LOAN ASSISTANT	1	-1	0
	RESIDENT SERVICES ASSISTANT	1	-1	0
	RESIDENT SERVICES COORDINATOR	1		1
	SR. GROUNDWORKER	1	-1	0
	SR. HOUSING MAINTENANCE WORKER	2		2
	SR. HOUSING SPECIALIST	4		4
HOUSING AUTHORITY TOTAL		72	-10	62
HOUSING SERVICES				
	ACCOUNTING MANAGER	1		1
	ADMINISTRATIVE TECHNICIAN	1		1
	COMPLIANCE SERVICES MANAGER	1		1
	GRANTS COORDINATOR	1		1
	GRANTS SPECIALIST I	1		1
	HOMELESS ASSISTANCE PGM COORD	1		1
	HOUSING REHAB PROGRAM MANAGER	1	-1	0
	REHAB LOAN SPECIALIST	2		2
HOUSING SERVICES TOTAL		9	-1	8
HOUSING DEPARTMENT TOTAL		81	-11	70
HUMAN RESOURCES DEPARTMENT				
	ADMINISTRATIVE ASSISTANT (C)	1	1	2
	ADMINISTRATIVE SECRETARY II (C)	1	-1	0
	ASSISTANT HR DIRECTOR	1		1
	HUMAN RESOURCES ANALYST	0	3	3
	HUMAN RESOURCES DIRECTOR	1		1
	HUMAN RESOURCES MANAGER	1		1
	HUMAN RESOURCES TECHNICIAN	3	2	5
	PRINCIPAL HR ANALYST	1		1
	SR. BENEFITS COORDINATOR	1	-1	0
	SR. HUMAN RESOURCES ANALYST	0	2	2
	SR. HUMAN RESOURCES COORDINATOR	5	-4	1
	WORKERS' COMP SPECIALIST (C)	1	-1	0
	WORKERS' COMPENSATION MANAGER	1	-1	0
HUMAN RESOURCES DEPARTMENT TOTAL		17	0	17
INFORMATION SVS OPERATION				
	COMPUTER NETWORK ENG I	1		1
	COMPUTER NETWORK ENGINEER II	6		6
	COMPUTER NETWORK ENGINEER III	7		7
	COMPUTER OPERATOR	1		1
	GEOGRAPH INFO SYSTEMS TECH III	1		1
	GEOGRAPHIC INFO SYSTEMS COORD	1		1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	INFO. TECHNOLOGY DIRECTOR	1		1
	PROGRAMMER ANALYST	4		4
	SYSTEMS ADMINISTRATOR	4		4
	SYSTEMS ANALYST II	1		1
	SYSTEMS ANALYST III	1		1
INFORMATION SVS OPERATION TOTAL		28	0	28
POLICE DEPARTMENT	ACCOUNT CLERK III	2		2
	ADMINISTRATIVE ASSISTANT (C)	1		1
	ADMINISTRATIVE SECRETARY II	1		1
	ADMINISTRATIVE SVC'S ASSISTANT	2		2
	ANIMAL SAFETY OFFICER	2		2
	ASSISTANT POLICE CHIEF	2		2
	COMMUNITY AFFAIRS MANAGER	1		1
	COMMUNITY SERVICE OFFICER	12		12
	CRIME ANALYSIS DATA TECHNICIAN	2		2
	CRIME ANALYST I	1		1
	CRIME ANALYST II	1		1
	CROSSING GUARD	6		6
	EVIDENCE TECHNICIAN I	2		2
	EVIDENCE TECHNICIAN II	1		1
	MISSING PERSONS SPECIALIST	1		1
	OFFICE ASSISTANT II	1		1
	POLICE CHIEF	1		1
	POLICE COMMANDER	8		8
	POLICE FINANCE/GRANTS MANAGER	1		1
	POLICE OFFICER I	71		71
	POLICE OFFICER II	106	1	107
	POLICE OFFICER III	31		31
	POLICE RECORDS MANAGER	1		1
	POLICE RECORDS SUPERVISOR	1		1
	POLICE RECORDS TECHNICIAN I	8.75		8.75
	POLICE RECORDS TECHNICIAN II	4		4
	POLICE RECORDS TECHNICIAN III	2		2
	POLICE SERGEANT	32		32
	POLICE SERVICE OFFICER	8		8
	POLICE WORD PROCESSOR II	7.5		7.5
	POLICE WORD PROCESSOR III	1		1
	PROPERTY & EVIDENCE CUSTODIAN	1		1
	PROPERTY & EVIDENCE TECH II	5		5
	PUBLIC SAFETY COMM MANAGER	1		1
	PUBLIC SAFETY DISPATCHER I	7		7
	PUBLIC SAFETY DISPATCHER II	12		12
	PUBLIC SAFETY DISPATCHER III	5		5
	SEX REGISTRANT SPECIALIST	1		1
	SR. ANIMAL SAFETY OFFICER	1		1
	SR. POLICE SERVICE OFFICER	1		1
	SR. TRAFFIC SERVICE ASST	2		2
	TRAFFIC SERVICE ASST I	9		9
	TRAFFIC SERVICE ASST II	6		6
	VICTIM SERVICES SPECIALIST	1		1
POLICE DEPARTMENT TOTAL		373.25	1	374.25

PUBLIC WORKS

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
ENGINEERING SERVICES	JUNIOR CIVIL ENGINEER	1	-1	0
	PROJECT MANAGER	1	-1	0
	SR. CIVIL ENGINEER	1	-1	0
ENGINEERING SERVICES TOTAL		3	-3	0
ENVIRONMENTAL RESOURCE	ACCOUNT CLERK III	0	3	3
	ACCOUNTING TECHNICIAN	1		1
	ADMINISTRATIVE ASSISTANT	1		1
	ADMINISTRATIVE SECRETARY III	1		1
	CONTAINER SERVICE WORKER	2		2
	CUSTOMER SERVICE REP I	3	2	5
	CUSTOMER SERVICE REP II	7		7
	ENVIRONMENTAL RESOURCES SUPV	4	1	5
	ENVIRON RESOURCES/MRF MANAGER	1		1
	EQUIPMENT OPERATOR	6	6	12
	INSTRUMENTATION TECHNICIAN	0	1	1
	MAINTENANCE WORKER TRAINEE	5	13	18
	MAINTENANCE WORKER TRAINEE (LIMITED TERM)	0	4	4
	MANAGEMENT ANALYST III	1		1
	MRF DISPATCHER	1	2	3
	MRF MANAGER	1	1	2
	MRF MACHINERY OPERATOR	3		3
	MRF MECHANIC	3		3
	OFFICE ASSISTANT I	1		1
	OUTREACH/EDUCATION SPECIALIST	1		1
	PROJECT MANAGER	0	1	1
	RECYCLING MANAGER	1		1
	RECYCLING MARKETING MANAGER	1		1
	SOLID WASTE COMPLIANCE SPEC	4	-4	0
	SOLID WASTE EQUIP OPER II	52	2	54
	SOLID WASTE TRANS OPERATOR	13	1	14
	SORTER	6	10	16
	SORTER (LIMITED TERM)	0	10	10
	SR. WASTEWATER MECHANIC	0	1	1
	TREATMENT PLANT ELECTRICIAN	0	1	1
	WASTEWATER MECHANIC II	0	1	1
ENVIRONMENTAL RESOURCE TOTAL		119	56	175
FACILITIES MAINTENANCE SERVICES	CONSTRUCTION PROJECT MANAGER	1		1
	CUSTODIAL SUPERVISOR	1		1
	CUSTODIAN	11		11
	FAC MAINT WORKER II	4		4
	FACILITIES MAINTENANCE SPVR	1		1
	HVAC TECHNICIAN	3		3
	MAINTENANCE CARPENTER	2		2
	MAINTENANCE ELECTRICIAN	1		1
	MAINTENANCE PLUMBER	1		1
	OFFICE ASSISTANT II	0	1	1
	SR. FACILITIES MAINT WORKER	2		2
FACILITIES MAINTENANCE SERVICES TOTAL		27	1	28
FLEET SERVICES OPERATION	ADMINISTRATIVE ASSISTANT	1	-1	0
	ADMINISTRATIVE TECHNICIAN	0	1	1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	CUSTOMER SERVICE REP I	1		1
	FLEET SERVICES MAINT WORKER	1		1
	FLEET SERVICES MANAGER	1		1
	FLEET SERVICES MECHANIC I	9		9
	FLEET SERVICES MECHANIC II	9		9
	FLEET SERVICES MECHANIC SPVR	2		2
	SR. FLEET SERVICES MECHANIC	6		6
	TIRE REPAIRER	1		1
FLEET SERVICES OPERATION TOTAL		31	0	31
MAINTENANCE SERVICES				
	ADMINISTRATIVE ASSISTANT	0	1	1
	ADMINISTRATIVE SECRETARY I	1		1
	ADMINISTRATIVE SECRETARY III	1		1
	ADMINISTRATIVE TECHNICIAN	1	-1	0
	CONSTRUCTION PROJ COORDINATOR	0	1	1
	EQUIPMENT OPERATOR	5		5
	GRAFFITI ACTION COORDINATOR	1		1
	GROUNDWORKER I	0	39	39
	GROUNDWORKER II	11		11
	MAINTENANCE PLUMBER	1		1
	MAINTENANCE SERVICES MANAGER	1		1
	MANAGEMENT ANALYST III	1	-1	0
	OFFICE ASSISTANT I	0	1	1
	OFFICE ASSISTANT II	2	0	2
	PARKS MAINTENANCE SUPERVISOR	4	-1	3
	PARKS MANAGER	1		1
	PROJECT MANAGER	1		1
	SR. FACILITIES MAINTENANCE WORKER	1		1
	SR. GROUNDWORKER	5	-2	3
	SR. STREET MAINT WORKER	4		4
	SR. TREE TRIMMER	1		1
	STREET MAINT WKR I	0	1	1
	STREET MAINT WKR II	3		3
	STREETS MANAGER	1		1
	TRAFFIC SAFETY MAINT WKR	2		2
	TREE TRIMMER I	0	1	1
MAINTENANCE SERVICES TOTAL		48	39	87
PUBLIC WORKS ADMINISTRATION				
	ACCOUNT CLERK II	0	1	1
	ADMINISTRATIVE LEGAL ASSISTANT (C)	1		1
	ADMINISTRATIVE TECHNICIAN	0	1	1
	DEPUTY DIRECTOR-PUBLIC WORKS	1		1
	GRANTS SPECIALIST I	0	1	1
	MANAGEMENT ANALYST II	1		1
	MANAGEMENT ANALYST III	0	1	1
	OUTREACH/EDUCATION SPECIALIST	1		1
	PUBLIC WORKS DIRECTOR	1		1
	WATER CONSERV/OUTREACH TECH	1	-1	0
PUBLIC WORKS ADMINISTRATION TOTAL		6	3	9
ENGINEERING & MAINTENANCE SERVICES				
	ASSISTANT CIVIL ENGINEER	0	1	1
	ASSOCIATE TRAFFIC DESIGN ENG	1		1
	ENGINEERING TECHNICIAN II	1		1
	CONSTRUCTION & MAINT ENGINEER	1		1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed Changes</u>	<u>Proposed 17/18</u>
	CONSTRUCTION INSPECTOR I	1		1
	CONSTRUCTION INSPECTOR II	2		2
	CONSTRUCTION PROJ COORDINATOR	0	1	1
	ENGINEER	1		1
	JUNIOR CIVIL ENGINEER	0	1	1
	PW CONSTRUCTION PROJECTS MGR	3	-2	1
	TRAFFIC SIGNAL REPAIRER I	1		1
	TRAFFIC SIGNAL REPAIRER II	1		1
	TRAFFIC SIGNAL TECHNICIAN	1		1
	SR. CIVIL ENGINEER	1	1	2
	SR. ENGR TECH/SURVEY CHIEF	1		1
	TRAFFIC ENGINEER	1		1
ENGINEERING & MAINTENANCE SERVICES TOTAL		16	2	18
WATER OPERATION				
	ACCOUNT CLERK II	1	-1	0
	ADMINISTRATIVE SECRETARY III	2	-1	1
	ASSISTANT CIVIL ENGINEER	1	-1	0
	CHIEF OPERATOR	3		3
	CONSTRUCTION PROJ COORDINATOR	2	-2	0
	DESIGN & CONST SVC'S MANAGER	1	-1	0
	MAINTENANCE WORKER TRAINEE	0	1	1
	METER READER	9		9
	METER REPAIR WORKER	4		4
	PW CONSTRUCTION PROJECTS MGR	0	1	1
	SOURCE CONTROL TECHNICIAN	1	-1	0
	SR. METER READER	1		1
	SR. METER REPAIRER WORKER	1		1
	SR. WASTEWATER ENVIR SPECIALIST	2	-2	0
	SR. WATER DISTRIBUTION OPERATOR	2		2
	SR. WATER TREATMENT OPERATOR	1		1
	TECHNICAL SVCS/WTR QUALITY MGR	1	-1	0
	WASTEWATER ENVIRONMENTAL SPEC	2	-2	0
	WASTEWATER MECHANIC II	0	1	1
	WATER CONSERV/OUTREACH COORD	1		1
	WATER CONSERV/OUTREACH TECH	1	1	2
	WATER DISTRIBUTION OPERATOR I	9		9
	WATER DISTRIBUTION OPERATOR II	4		4
	WATER DIVISION MANAGER	1		1
	WATER REGULATORY COMPL COORD	1		1
	WATER REGULATORY COMPL TECH II	2		2
	WATER TREATMENT OPERATOR II	2		2
	WATER TREATMENT OPERATOR III	3		3
WATER OPERATION TOTAL		58	-8	50
RECYCLE WATER				
	ADMINISTRATIVE SECRETARY III	0	1	1
	SR. WASTEWATER MECHANIC	0	1	1
	WASTEWATER OP IN TRAINING	0	1	1
	WASTEWATER OPERATOR I	0	1	1
	WASTEWATER OPERATOR II	0	1	1
	WASTEWATER OPERATOR III	0	1	1
RECYCLE WATER TOTAL		0	6	6
STORM WATER				
	SR. WASTEWATER ENVIR SPECIALIST	0	1	1
	SOURCE CONTROL TECHNICIAN	0	1	1

<u>Department</u>	<u>Title</u>	<u>Adopted 16/17</u>	<u>Proposed</u>	
			<u>Changes</u>	<u>Proposed 17/18</u>
	TECHNICAL SVCS/WTR QUALITY MGR	0	1	1
	WASTEWATER COLLECT OPERATOR II	0	1	1
	WASTEWATER ENVIRONMENTAL SPEC	0	1	1
STORM WATER TOTAL		0	5	5
WASTEWATER COLLECTION	ADMINISTRATIVE TECHNICIAN	1	-1	0
	ADMINISTRATIVE SECRETARY II	0	1	1
	DATA ENTRY OPERATOR II	1		1
	SOURCE CONTROL INSPECTOR II	1		1
	SR. WASTEWATER COLLECT OPERATOR	1		1
	SR. WASTEWATER ENVIR SPECIALIST	0	1	1
	SR. WASTEWATER MECHANIC	1	-1	0
	WASTEWATER COLLECT OPERATOR I	2		2
	WASTEWATER COLLECT OPERATOR II	5	-1	4
	WASTEWATER COLLECTIONS SUPV	1		1
	WASTEWATER ENVIRONMENTAL SPEC	2	1	3
	WASTEWATER MAINTENANCE MANAGER	1		1
WASTEWATER COLLECTION TOTAL		16	0	16
WASTEWATER TREATMENT	ADMINISTRATIVE SECRETARY II	1	-1	0
	ADMINISTRATIVE SECRETARY III	1	0	1
	CHEMIST	1		1
	DESIGN & CONST SVC'S MANAGER	0	1	1
	ELECTRICIAN/INSTRUMENTATION TE	2		2
	GROUNDWORKER II	1		1
	INSTRUMENTATION TECHNICIAN	1		1
	LABORATORY ASSISTANT	1		1
	LABORATORY SUPERVISOR	1		1
	LABORATORY TECHNICIAN	2		2
	POWER PROD. OPERATOR II	2		2
	PROJECT MANAGER	0	1	1
	PW CONSTRUCTION PROJECTS MGR	0	1	1
	SR. WASTEWATER MECHANIC	1		1
	SR. WASTEWATER OPERATOR	4		4
	TRANSPORT OPERATOR	1		1
	TREATMENT PLANT ELECTRICIAN	2		2
	UTILITIES SUPERVISOR	2		2
	WASTEWATER DIVISION MANAGER	1		1
	WASTEWATER MAINTENANCE SUPERV	1		1
	WASTEWATER MECHANIC II	11	-2	9
	WASTEWATER OP IN TRAINING	1	-1	0
	WASTEWATER OPER MGR/CHIEF OPER	1		1
	WASTEWATER OPERATOR I	3	-1	2
	WASTEWATER OPERATOR II	10	-1	9
	WASTEWATER OPERATOR III	6	-1	5
WASTEWATER TREATMENT TOTAL		57	-4	53
PUBLIC WORKS DEPARTMENT TOTAL		381	97	478
GRAND TOTAL		1219.5	150	1369.5

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
REPEALING ALL PRIOR SALARY SCHEDULES AND CLASSIFICATION
RESOLUTIONS AND APPROVING THE ATTACHED CLASSIFICATION
AND SALARY SCHEDULE

WHEREAS, the City Manager has submitted for the consideration of the City Council of the City of Oxnard an updated Classification and Salary Schedule; and

WHEREAS, the current Classification and Salary Schedule was previously adopted via Resolution No.15,001; and

WHEREAS, the City Council has carefully reviewed the Classification and Salary Schedule submitted by the City Manager and finds that the recommended Classification and Salary Schedule is desirable in the interest of maintaining an efficient municipal organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD RESOLVES that the Classification and Salary Schedule attached hereto as Exhibit "A" is approved and all prior versions are rescinded.

PASSED AND ADOPTED on this ___ day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Flynn, Mayor

ATTEST:

Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

Table with columns for Job Title, Step, Hourly, BIWEEKLY, and ANNUAL rates across various steps (Step 1 to Step 12). Includes positions like Account Clerk I, Accountant I, and Administrative Assistant.

Deputy Building Official	M74	Lower	Upper										
	Hourly	40,587	66,9692										
	BIWEEKLY	3246.96	5357.54										
	ANNUAL	84420.96	139295.94										
Deputy City Attorney I	M48	Lower	Upper										
	Hourly	34,1625	56,6896										
	BIWEEKLY	2733	4535.17										
	ANNUAL	71058	117914.37										
Deputy City Attorney II	M62	Lower	Upper										
	Hourly	37,5777	65,0188										
	BIWEEKLY	3006.22	5201.5										
	ANNUAL	78161.62	135239.1										
Deputy City Manager	E08	Lower	Upper										
	Hourly	63,5672	87,4049										
	BIWEEKLY	5085.38	6992.39										
	ANNUAL	132219.78	181802.19										
Deputy Director-Public Works	M89	Lower	Upper										
	Hourly	50,8822	83,4145										
	BIWEEKLY	4070.58	6673.16										
	ANNUAL	105834.98	173502.16										
Deputy Housing Director	M66	Lower	Upper										
	Hourly	38,6196	63,8211										
	BIWEEKLY	3089.57	5105.69										
	ANNUAL	80328.77	132747.89										
Design & Construction Svcs Mngr	M83	Lower	Upper										
	Hourly	43,8354	72,1693										
	BIWEEKLY	3506.83	5773.54										
	ANNUAL	91177.63	150112.14										
Development Services Director	E09	Lower	Upper										
	Hourly	66,7119	91,7289										
	BIWEEKLY	5336.95	7338.31										
	ANNUAL	138760.75	190796.11										
Disaster Preparedness Coordinator	M44	Lower	Upper										
	Hourly	33,2614	55,2485										
	BIWEEKLY	2660.91	4419.88										
	ANNUAL	69183.71	114916.88										
Downtown Revitalization Manager	M48	Lower	Upper										
	Hourly	34,1625	56,6896										
	BIWEEKLY	2733	4535.17										
	ANNUAL	71058	117914.37										
Draft/Graph Technician II	A57	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	22,4474	23,5699	24,7484	25,9858	27,2851	28,6494	30,0818	31,5859	33,1652	34,8234		
	BIWEEKLY	1795.79	1885.59	1979.87	2078.86	2182.81	2291.95	2406.54	2526.87	2653.22	2785.87		
	ANNUAL	46690.59	49025.39	51476.67	54050.46	56753.01	59590.75	62570.14	65698.67	68983.62	72432.67		
Economic Development Director	E06	Lower	Upper										
	Hourly	56,9702	78,3339										
	BIWEEKLY	4557.62	6266.71										
	ANNUAL	118498.02	162934.51										
Electrical Inspector	BIO 126.5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	31,3981	33,0001	34,6834	36,4523	38,3118	40,2656	42,3192					
	BIWEEKLY	2511.85	2640.01	2774.67	2916.18	3064.94	3221.25	3385.54					
	ANNUAL	65308.05	68640.21	72141.47	75820.78	79688.54	83752.45	88023.94					
Electrician/Instrumentation Tech	BHF 112.25	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	27,2473	28,6375	30,0978	31,6333	33,2465	34,9426	36,7255					
	BIWEEKLY	2179.78	2291	2407.82	2530.66	2659.72	2795.41	2938.04					
	ANNUAL	56674.38	59566	62603.42	65797.26	69152.72	72680.61	76389.04					
Emergency Med. Svcs. Coord	M44	Lower	Upper										
	Hourly	33,2614	55,2485										
	BIWEEKLY	2660.91	4419.88										
	ANNUAL	69183.71	114916.88										
Emergency Services Manager	M44	Lower	Upper										
	Hourly	33,2614	55,2485										
	BIWEEKLY	2660.91	4419.88										
	ANNUAL	69183.71	114916.88										
Engineer	A97	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	34,7263	36,4627	38,2858	40,2001	42,2102	44,3206	46,5367	48,8635	51,3067	53,872		
	BIWEEKLY	2778.1	2917.02	3062.86	3216.01	3376.82	3545.65	3722.94	3909.08	4104.54	4309.76		
	ANNUAL	72230.7	75842.42	79634.46	83616.21	87797.22	92186.85	96796.34	101636.08	106717.94	112053.76		
Engineer Technician I	A41	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	20,2027	21,2128	22,2734	23,3871	24,5564	25,7842	27,0734	28,427	29,8484	31,3408		
	BIWEEKLY	1616.22	1697.02	1781.87	1870.97	1964.51	2062.74	2165.87	2274.16	2387.87	2507.26		
	ANNUAL	42021.62	44122.62	46328.67	48645.17	51077.31	53631.14	56312.67	59128.16	62084.67	65188.86		
Engineering Tech II	A57	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	22,4474	23,5699	24,7484	25,9858	27,2851	28,6494	30,0818	31,5859	33,1652	34,8234		
	BIWEEKLY	1795.79	1885.59	1979.87	2078.86	2182.81	2291.95	2406.54	2526.87	2653.22	2785.87		
	ANNUAL	46690.59	49025.39	51476.67	54050.46	56753.01	59590.75	62570.14	65698.67	68983.62	72432.67		
Engineering Technician I/Survey Crew	A41	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	20,2027	21,2128	22,2734	23,3871	24,5564	25,7842	27,0734	28,427	29,8484	31,3408		
	BIWEEKLY	1616.22	1697.02	1781.87	1870.97	1964.51	2062.74	2165.87	2274.16	2387.87	2507.26		
	ANNUAL	42021.62	44122.62	46328.67	48645.17	51077.31	53631.14	56312.67	59128.16	62084.67	65188.86		
Engineering Technician II/Survey Crew	A57	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	22,4474	23,5699	24,7484	25,9858	27,2851	28,6494	30,0818	31,5859	33,1652	34,8234		
	BIWEEKLY	1795.79	1885.59	1979.87	2078.86	2182.81	2291.95	2406.54	2526.87	2653.22	2785.87		
	ANNUAL	46690.59	49025.39	51476.67	54050.46	56753.01	59590.75	62570.14	65698.67	68983.62	72432.67		
Environmental Res. Supervisor	M19	Lower	Upper										
	Hourly	25,8867	43,4486										
	BIWEEKLY	2070.94	3475.89										
	ANNUAL	53844.34	90373.09										
E.R./MRF Manager	M87	Lower	Upper										
	Hourly	46,6751	76,7099										
	BIWEEKLY	3734.01	6136.79										
	ANNUAL	97084.21	159556.59										
Equipment Operator	BDU 79	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					

Housing Director	E06	Lower		Upper									
	Hourly	56.9702		78.3339									
	BIWEEKLY	4557.62	6266.71										
	ANNUAL	118498.02	162934.51										
Housing Engineer	A89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	29.2989	30.7638	32.302	33.917	35.6129	37.3935	39.2632	41.2264	43.2877	45.452		
	BIWEEKLY	2343.91	2461.1	2584.16	2713.36	2849.03	2991.48	3141.06	3298.11	3463.02	3636.16		
	ANNUAL	60941.71	63988.7	67188.16	70547.36	74074.83	77778.48	81667.46	85750.91	90038.42	94540.16		
Housing Inspector	BDU 79	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	19.5721	20.5701	21.6196	22.7225	23.8814	25.0995	26.3801					
	BIWEEKLY	1565.77	1645.61	1729.57	1817.8	1910.51	2007.96	2110.41					
	ANNUAL	40709.97	42785.81	44968.77	47262.8	49673.31	52206.96	54870.61					
Housing Maint. Superintendent	M38	Lower	Upper										
	Hourly	31.6529	52.6746										
	BIWEEKLY	2532.23	4213.97										
	ANNUAL	65838.03	109563.17										
Housing Maintenance Supervisor	M14	Lower	Upper										
	Hourly	24.4388	41.1322										
	BIWEEKLY	1955.1	3290.58										
	ANNUAL	50832.7	85554.98										
Housing Modernization Super.	M38	Lower	Upper										
	Hourly	31.6529	52.6746										
	BIWEEKLY	2532.23	4213.97										
	ANNUAL	65838.03	109563.17										
Housing Program Supervisor	M29	Lower	Upper										
	Hourly	29.2277	48.7942										
	BIWEEKLY	2338.22	3903.54										
	ANNUAL	60793.62	101491.94										
Housing Programs Manager	M51	Lower	Upper										
	Hourly	34.9224	57.9094										
	BIWEEKLY	2793.79	4632.75										
	ANNUAL	72638.59	120451.55										
Housing Rehab. Prog Manager	M38	Lower	Upper										
	Hourly	31.6529	52.6746										
	BIWEEKLY	2532.23	4213.97										
	ANNUAL	65838.03	109563.17										
Housing Specialist I	A44	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	20.5755	21.6043	22.6845	23.8187	25.0097	26.2602	27.5733	28.9519	30.3995	31.9195		
	BIWEEKLY	1646.04	1728.34	1814.76	1905.5	2000.78	2100.82	2205.86	2316.15	2431.96	2553.56		
	ANNUAL	42797.04	44936.94	47183.76	49542.9	52020.18	54621.22	57352.46	60219.95	63230.96	66392.56		
Housing Specialist II	A59	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	22.8619	24.005	25.2052	26.4655	27.7888	29.1782	30.6371	32.169	33.7774	35.4663		
	BIWEEKLY	1828.95	1920.4	2016.42	2117.24	2223.1	2334.26	2450.97	2573.52	2702.19	2837.3		
	ANNUAL	47552.75	49930.4	52426.82	55048.24	57800.7	60690.66	63725.17	66911.52	70256.99	73769.9		
Housing Specialist Trainee	A33	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	18.2895	19.2039	20.1642	21.1723	22.231	23.3426	24.5097	25.7352	27.0219	28.373		
	BIWEEKLY	1463.16	1536.31	1613.14	1693.78	1778.48	1867.41	1960.78	2058.82	2161.75	2269.84		
	ANNUAL	38042.16	39944.11	41941.54	44038.38	46240.48	48552.61	50980.18	53529.22	56205.55	59015.84		
Human Resources Director	E08	Lower	Upper										
	Hourly	63.5672	87.4049										
	BIWEEKLY	5085.38	6992.39										
	ANNUAL	132219.78	181802.19										
Human Resources Analyst I	M14	Lower	Upper										
	Hourly	24.4388	41.1322										
	BIWEEKLY	1955.1	3290.58										
	ANNUAL	50832.7	85554.98										
Human Resources Analyst II	M22	Lower	Upper										
	Hourly	26.8666	45.0165										
	BIWEEKLY	2149.33	3601.32										
	ANNUAL	55882.53	93634.32										
Human Resources Manager	M62	Lower	Upper										
	Hourly	37.5777	65.0188										
	BIWEEKLY	3006.22	5201.5										
	ANNUAL	78161.62	135239.1										
Human Resources Technician	C70	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Hourly	24.1008	25.3058	26.5711	27.8997	29.2947	30.7594	32.2974	33.9122	35.6079	37.3883	39.2577	41.2205
	BIWEEKLY	1928.06	2024.46	2125.69	2231.98	2343.58	2460.75	2583.79	2712.98	2848.63	2991.06	3140.62	3297.64
	ANNUAL	50129.66	52636.06	55267.89	58031.38	60932.98	63979.55	67178.59	70537.38	74064.43	77767.66	81656.02	85738.64
HVAC Technician	BES 89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	21.6196	22.7225	23.8814	25.0995	26.3801	27.7254	29.14					
	BIWEEKLY	1729.57	1817.8	1910.51	2007.96	2110.41	2218.03	2331.2					
	ANNUAL	44968.77	47262.8	49673.31	52206.96	54870.61	57668.83	60611.2					
Intern - Extra Help		Lower	Upper										
	Hourly	15.0000	30.0000										
	BIWEEKLY	1200.00	2400.00										
	ANNUAL	31200.00	62400.00										
Information Technology Director	E06	Lower	Upper										
	Hourly	56.9702	78.3339										
	BIWEEKLY	4557.62	6266.71										
	ANNUAL	118498.02	162934.51										
Instrumentation Technician	BHF 112.25	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	27.2473	28.6375	30.0978	31.6333	33.2465	34.9426	36.7255					
	BIWEEKLY	2179.78	2291	2407.82	2530.66	2659.72	2795.41	2938.04					
	ANNUAL	56674.38	59566	62603.42	65797.26	69152.72	72680.61	76389.04					
Junior Civil Engineer	A89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	29.2989	30.7638	32.302	33.917	35.6129	37.3935	39.2632	41.2264	43.2877	45.452		
	BIWEEKLY	2343.91	2461.1	2584.16	2713.36	2849.03	2991.48	3141.06	3298.11	3463.02	3636.16		
	ANNUAL	60941.71	63988.7	67188.16	70547.36	74074.83	77778.48	81667.46	85750.91	90038.42	94540.16		
Junior Plan Check Engineer	A89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	29.2989	30.7638	32.302	33.917	35.6129	37.3935	39.2632	41.2264	43.2877	45.452		
	BIWEEKLY	2343.91	2461.1	2584.16	2713.36	2849.03	2991.48	3141.06	3298.11	3463.02	3636.16		
	ANNUAL	60941.71	63988.7	67188.16	70547.36	74074.83	77778.48	81667.46	85750.91	90038.42	94540.16		
Laboratory Assistant	A40	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	20.1859	21.1952	22.255	23.3677	24.5361	25.763	27.0511	28.4036	29.8238	31.315		
	BIWEEKLY	1614.87	1695.62	1780.4	1869.42	1962.89	2061.04	2164.09	2272.29	2385.9	2505.2		

		ANNUAL	37223.06	39121.26	41116.82	43214.29	45418.46	47735.79	50170.02				
Maintenance Worker Trainee	BAK 45	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	13.9543	14.666	15.4143	16.2006	17.027	17.8957	18.8083					
	BIWEEKLY	1116.34	1173.28	1233.14	1296.05	1362.16	1431.66	1504.66					
	ANNUAL	29024.94	30505.28	32061.74	33697.25	35416.16	37223.06	39121.26					
Management Accountant/Auditor	M29	Lower	Upper										
	Hourly	29.2277	48.7942										
	BIWEEKLY	2338.22	3903.54										
	ANNUAL	60793.62	101491.94										
Management Analyst I	M14	Lower	Upper										
	Hourly	24.4388	41.1322										
	BIWEEKLY	1955.1	3290.58										
	ANNUAL	50832.7	85554.98										
Management Analyst II	M22	Lower	Upper										
	Hourly	26.8666	45.0165										
	BIWEEKLY	2149.33	3601.32										
	ANNUAL	55882.53	93634.32										
Management Analyst III	M29	Lower	Upper										
	Hourly	29.2277	48.7942										
	BIWEEKLY	2338.22	3903.54										
	ANNUAL	60793.62	101491.94										
Mayor	BIWEEKLY	1701.01											
	ANNUAL	20412.08											
Meter Reader	BDA 70	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	17.8957	18.8083	19.7677	20.7761	21.8358	22.9499	24.1202					
	BIWEEKLY	1431.66	1504.66	1581.42	1662.09	1746.86	1835.99	1929.62					
	ANNUAL	37223.06	39121.26	41116.82	43214.29	45418.46	47735.79	50170.02					
Meter Repair Worker	BDK 75	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	18.8083	19.7677	20.7761	21.8358	22.9499	24.1202	25.3505					
	BIWEEKLY	1504.66	1581.42	1662.09	1746.86	1835.99	1929.62	2028.04					
	ANNUAL	39121.26	41116.82	43214.29	45418.46	47735.79	50170.02	52729.04					
Missing Persons Specialist	A34	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	18.3002	19.2153	20.176	21.1848	22.2441	23.3563	24.5241	25.7503	27.0379	28.3898		
	BIWEEKLY	1464.02	1537.22	1614.08	1694.78	1779.53	1868.5	1961.93	2060.02	2163.03	2271.18		
	ANNUAL	38064.42	39967.82	41966.08	44064.38	46267.73	48581.1	51010.13	53560.62	56238.83	59050.78		
MRF Dispatcher	BDI 74	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	18.6219	19.5721	20.5701	21.6196	22.7225	23.8814	25.0995					
	BIWEEKLY	1489.75	1565.77	1645.61	1729.57	1817.8	1910.51	2007.96					
	ANNUAL	38733.55	40709.97	42785.81	44968.77	47262.8	49673.31	52206.96					
MRF Machinery Operator	BDU 79	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	19.5721	20.5701	21.6196	22.7225	23.8814	25.0995	26.3801					
	BIWEEKLY	1565.77	1645.61	1729.57	1817.8	1910.51	2007.96	2110.41					
	ANNUAL	40709.97	42785.81	44968.77	47262.8	49673.31	52206.96	54870.61					
MRF Manager	M36	Lower	Upper										
	Hourly	30.9946	51.6214										
	BIWEEKLY	2479.57	4129.71										
	ANNUAL	64468.77	107372.51										
MRF Mechanic	BES 89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	21.6196	22.7225	23.8814	25.0995	26.3801	27.7254	29.14					
	BIWEEKLY	1729.57	1817.8	1910.51	2007.96	2110.41	2218.03	2331.2					
	ANNUAL	44968.77	47262.8	49673.31	52206.96	54870.61	57668.83	60611.2					
Network Services Coordinator	M14	Lower	Upper										
	Hourly	24.4388	41.1322										
	BIWEEKLY	1955.1	3290.58										
	ANNUAL	50832.7	85554.98										
Office Assistant I	A10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	12.6624	13.2955	13.9602	14.6582	15.3911	16.1607	16.9687	17.8172	18.708	19.6435		
	BIWEEKLY	1012.99	1063.64	1116.82	1172.66	1231.29	1292.86	1357.5	1425.38	1496.64	1571.48		
	ANNUAL	26337.79	27654.64	29037.22	30489.06	32013.49	33614.26	35294.9	37059.78	38912.64	40858.48		
Office Assistant I (C)	C10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Hourly	13.1757	13.8345	14.5262	15.2525	16.0151	16.8159	17.6567	18.5395	19.4665	20.4398	21.4618	22.5349
	BIWEEKLY	1054.06	1106.76	1162.1	1220.2	1281.21	1345.27	1412.54	1483.16	1557.32	1635.18	1716.94	1802.79
	ANNUAL	27405.46	28775.76	30214.5	31725.2	33311.41	34977.07	36725.94	38562.16	40490.32	42514.78	44640.54	46872.59
Office Assistant II	A15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	14.188	14.8974	15.6423	16.4244	17.2457	18.108	19.0133	19.964	20.9621	22.0103		
	BIWEEKLY	1135.04	1191.79	1251.38	1313.95	1379.66	1448.64	1521.06	1597.12	1676.97	1760.82		
	ANNUAL	29511.04	30986.59	32535.98	34162.75	35871.06	37664.64	39547.66	41525.12	43601.17	45781.42		
Office Assistant II (C)	C20	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Hourly	14.7632	15.5014	16.2764	17.0902	17.9448	18.842	19.7841	20.7733	21.812	22.9026	24.0477	25.2501
	BIWEEKLY	1181.06	1240.11	1302.11	1367.22	1435.58	1507.36	1582.73	1661.86	1744.96	1832.21	1923.82	2020.01
	ANNUAL	30707.46	32242.91	33854.91	35547.62	37325.18	39191.36	41150.93	43208.46	45368.96	47637.41	50019.22	52520.21
Operations Manager/Chief Operator	M32	Lower	Upper										
	Hourly	29.777	49.6734										
	BIWEEKLY	2382.16	3973.87										
	ANNUAL	61936.16	103320.67										
Outreach/Education Specialist	A61	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	23.1617	24.3198	25.5357	26.8125	28.1531	29.5608	31.0389	32.5908	34.2204	35.9314		
	BIWEEKLY	1852.94	1945.58	2042.86	2145	2252.25	2364.86	2483.11	2607.26	2737.63	2874.51		
	ANNUAL	48176.34	50585.18	53114.26	55770	58558.45	61486.46	64560.91	67788.86	71178.43	74737.31		
Paralegal	C75	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Hourly	24.6393	25.8713	27.1648	28.5231	29.9492	31.4467	33.019	34.67	36.4035	38.2236	40.1348	42.1416
	BIWEEKLY	1971.14	2069.7	2173.18	2281.85	2395.94	2515.74	2641.52	2773.6	2912.28	3057.89	3210.78	3371.33
	ANNUAL	51249.74	53812.3	56502.78	59328.05	62294.34	65409.14	68679.52	72113.6	75719.28	79505.09	83480.38	87654.53
Parks Maintenance Supervisor	M14	Lower	Upper										
	Hourly	24.4388	41.1322										
	BIWEEKLY	1955.1	3290.58										
	ANNUAL	50832.7	85554.98										
Parks Manager	M44	Lower	Upper										
	Hourly	33.2614	55.2485										
	BIWEEKLY	2660.91	4419.88										
	ANNUAL	69183.71	114916.88										
Performing Arts Center Manager	M48	Lower	Upper										

	BIWEEKLY	1746.86	1835.99	1929.62	2028.04	2131.5	2240.22	2354.5			
	ANNUAL	45418.46	47735.79	50170.02	52729.04	55418.9	58245.82	61217.1			
Sr. Water Treatment Operator	BGP 106	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	25.604	26.9104	28.283	29.7256	31.2422	32.8356	34.5106			
	BIWEEKLY	2048.32	2152.83	2262.64	2378.05	2499.38	2626.85	2760.85			
	ANNUAL	53256.32	55973.63	58828.64	61829.25	64983.78	68298.05	71782.05			
Street Maintenance Worker I	BBS 59	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	16.2808	17.1113	17.9841	18.9012	19.8656	20.8786	21.9438			
	BIWEEKLY	1302.46	1368.9	1438.73	1512.1	1589.25	1670.29	1755.5			
	ANNUAL	33864.06	35591.5	37406.93	39314.5	41320.45	43427.49	45643.1			
Street Maintenance Worker II	BCS 69	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	17.7183	18.6219	19.5721	20.5701	21.6196	22.7225	23.8814			
	BIWEEKLY	1417.46	1489.75	1565.77	1645.61	1729.57	1817.8	1910.51			
	ANNUAL	36854.06	38733.55	40709.97	42785.81	44968.77	47262.8	49673.31			
Streets Manager	M44	Lower	Upper								
	Hourly	33.2614	55.2485								
	BIWEEKLY	2660.91	4419.88								
	ANNUAL	69183.71	114916.88								
Supervising Building Inspector	M40	Lower	Upper								
	Hourly	32.2617	53.6490								
	BIWEEKLY	2580.94	4291.92								
	ANNUAL	67104.34	111589.92								
Supervising Civil Engineer	M83	Lower	Upper								
	Hourly	43.8354	72.1693								
	BIWEEKLY	3506.83	5773.54								
	ANNUAL	91177.63	150112.14								
Systems Administrator	M62	Lower	Upper								
	Hourly	37.5777	65.0188								
	BIWEEKLY	3006.22	5201.5								
	ANNUAL	78161.62	135239.1								
Systems Analyst I	M29	Lower	Upper								
	Hourly	29.2277	48.7942								
	BIWEEKLY	2338.22	3903.54								
	ANNUAL	60793.62	101491.94								
Systems Analyst II	M40	Lower	Upper								
	Hourly	32.2617	53.6490								
	BIWEEKLY	2580.94	4291.92								
	ANNUAL	67104.34	111589.92								
Systems Analyst III	M51	Lower	Upper								
	Hourly	34.9224	57.9094								
	BIWEEKLY	2793.79	4632.75								
	ANNUAL	72638.59	120451.55								
Tech. Servcs/Water Qual Mngr	M62	Lower	Upper								
	Hourly	37.5777	65.0188								
	BIWEEKLY	3006.22	5201.5								
	ANNUAL	78161.62	135239.1								
Tire Repairer	BCC 61	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	16.6078	17.455	18.3456	19.2813	20.2648	21.2985	22.3849			
	BIWEEKLY	1328.62	1396.4	1467.65	1542.5	1621.18	1703.88	1790.79			
	ANNUAL	34544.22	36306.4	38158.85	40105.1	42150.78	44300.88	46560.59			
Traffic Engineer	M59	Lower	Upper								
	Hourly	36.7511	60.8317								
	BIWEEKLY	2940.09	4866.54								
	ANNUAL	76442.29	126529.94								
Traffic Safety Maint Wkr	BCS 69	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	17.7183	18.6219	19.5721	20.5701	21.6196	22.7225	23.8814			
	BIWEEKLY	1417.46	1489.75	1565.77	1645.61	1729.57	1817.8	1910.51			
	ANNUAL	36854.06	38733.55	40709.97	42785.81	44968.77	47262.8	49673.31			
Traffic Service Assistant I	A13	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Hourly	13.3347	14.0014	14.7015	15.4366	16.2084	17.0188	17.8698	18.7633	19.7015	20.6866
	BIWEEKLY	1066.78	1120.11	1176.12	1234.93	1296.67	1361.5	1429.58	1501.06	1576.12	1654.93
	ANNUAL	27736.18	29122.91	30579.12	32108.13	33713.47	35399.1	37169.18	39027.66	40979.12	43028.13
Traffic Service Assitant II	A18	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Hourly	14.6681	15.4015	16.1716	16.9801	17.8292	18.7207	19.6567	20.6396	21.6715	22.7551
	BIWEEKLY	1173.45	1232.12	1293.73	1358.41	1426.34	1497.66	1572.54	1651.17	1733.72	1820.41
	ANNUAL	30509.65	32035.12	33636.93	35318.61	37084.74	38939.06	40885.94	42930.37	45076.72	47330.61
Traffic Signal Repairer I	BDU 79	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	19.5721	20.5701	21.6196	22.7225	23.8814	25.0995	26.3801			
	BIWEEKLY	1565.77	1645.61	1729.57	1817.8	1910.51	2007.96	2110.41			
	ANNUAL	40709.97	42785.81	44968.77	47262.8	49673.31	52206.96	54870.61			
Traffic Signal Repairer II	BES 89	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	21.6196	22.7225	23.8814	25.0995	26.3801	27.7254	29.14			
	BIWEEKLY	1729.57	1817.8	1910.51	2007.96	2110.41	2218.03	2331.2			
	ANNUAL	44968.77	47262.8	49673.31	52206.96	54870.61	57668.83	60611.2			
Traffic Signal Technician	BHE 112	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	26.6464	28.0055	29.4341	30.9357	32.5137	34.1723	35.9154			
	BIWEEKLY	2131.71	2240.44	2354.73	2474.86	2601.1	2733.78	2873.23			
	ANNUAL	55424.51	58251.44	61222.93	64346.26	67628.5	71078.38	74704.03			
Transport Operator	BFU 99	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	23.8814	25.0995	26.3801	27.7254	29.14	30.6262	32.1886			
	BIWEEKLY	1910.51	2007.96	2110.41	2218.03	2331.2	2450.1	2575.09			
	ANNUAL	49673.31	52206.96	54870.61	57668.83	60611.2	63702.5	66952.29			
Treasury Supervisor	M11	Lower	Upper								
	Hourly	23.7584	40.0431								
	BIWEEKLY	1900.67	3203.45								
	ANNUAL	49417.47	83289.65								
Treatment Plant Electrician	BFU 99	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	23.8814	25.0995	26.3801	27.7254	29.14	30.6262	32.1886			
	BIWEEKLY	1910.51	2007.96	2110.41	2218.03	2331.2	2450.1	2575.09			
	ANNUAL	49673.31	52206.96	54870.61	57668.83	60611.2	63702.5	66952.29			
Tree Trimmer I	BCM 66	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
	Hourly	17.1971	18.0744	18.9964	19.9654	20.9838	22.0541	23.179			
	BIWEEKLY	1375.77	1445.95	1519.71	1597.23	1678.7	1764.33	1854.32			

Water Reg. Compliance Coord	BHK 114.5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	27.8643	29.2856	30.7796	32.3495	33.9995	35.7341	37.5567					
	BIWEEKLY	2229.14	2342.85	2462.37	2587.96	2719.96	2858.73	3004.54					
	ANNUAL	57957.74	60914.05	64021.57	67286.96	70718.96	74326.93	78117.94					
Water Reg. Compliance Tech I	BFI 94	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	22.7219	23.8809	25.0985	26.3785	27.7241	29.1378	30.6239					
	BIWEEKLY	1817.75	1910.47	2007.88	2110.28	2217.93	2331.02	2449.91					
	ANNUAL	47261.55	49672.27	52204.88	54867.28	57666.13	60606.62	63697.71					
Water Reg. Compliance Tech II	BGI 104	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	25.0995	26.3801	27.7254	29.14	30.6262	32.1886	33.8306					
	BIWEEKLY	2007.96	2110.41	2218.03	2331.2	2450.1	2575.09	2706.45					
	ANNUAL	52206.96	54870.61	57668.83	60611.2	63702.5	66952.29	70367.65					
Water Treatment Operator I	BEM 86	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	20.9838	22.0541	23.179	24.3616	25.604	26.9104	28.283					
	BIWEEKLY	1678.7	1764.33	1854.32	1948.93	2048.32	2152.83	2262.64					
	ANNUAL	43646.3	45872.53	48212.32	50672.13	53256.32	55973.63	58828.64					
Water Treatment Operator II	BFD 91	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	22.0541	23.179	24.3616	25.604	26.9104	28.283	29.7256					
	BIWEEKLY	1764.33	1854.32	1948.93	2048.32	2152.83	2262.64	2378.05					
	ANNUAL	45872.53	48212.32	50672.13	53256.32	55973.63	58828.64	61829.25					
Water Treatment Operator III	BFO 96	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7					
	Hourly	23.179	24.3616	25.604	26.9104	28.283	29.7256	31.2422					
	BIWEEKLY	1854.32	1948.93	2048.32	2152.83	2262.64	2378.05	2499.38					
	ANNUAL	48212.32	50672.13	53256.32	55973.63	58828.64	61829.25	64983.78					
Word Processor I	A23	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	16.0187	16.8196	17.6606	18.5436	19.4708	20.4444	21.4666	22.54	23.667	24.8503		
	BIWEEKLY	1281.5	1345.57	1412.85	1483.49	1557.66	1635.55	1717.33	1803.2	1893.36	1988.02		
	ANNUAL	33318.9	34984.77	36734.05	38570.69	40499.26	42524.35	44650.53	46883.2	49227.36	51688.62		
Word Processor II	A30	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	17.5442	18.4214	19.3425	20.3096	21.3251	22.3914	23.511	24.6866	25.9209	27.2169		
	BIWEEKLY	1403.54	1473.71	1547.4	1624.77	1706.01	1791.31	1880.88	1974.93	2073.67	2177.35		
	ANNUAL	36491.94	38316.51	40232.4	42243.97	44356.21	46574.11	48902.88	51348.13	53915.47	56611.15		
Word Processor III	A38	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
	Hourly	19.0699	20.0234	21.0245	22.0758	23.1795	24.3385	25.5555	26.8332	28.175	29.5837		
	BIWEEKLY	1525.59	1601.87	1681.96	1766.06	1854.36	1947.08	2044.44	2146.66	2254	2366.7		
	ANNUAL	39665.39	41648.67	43730.96	45917.66	48213.36	50624.08	53155.44	55813.06	58604	61534.1		
Workers' Compensation Manager	M48	Lower	Upper										
	Hourly	34.1625	56.6896										
	BIWEEKLY	2733	4535.17										
	ANNUAL	71058	117914.37										
Workers' Compensation Specialist	C69	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Hourly	22.3719	23.4905	24.665	25.8983	27.1932	28.5528	29.9805	31.4795	33.0535	34.7062	36.4415	38.2635
	BIWEEKLY	1789.75	1879.24	1973.2	2071.86	2175.46	2284.22	2398.44	2518.36	2644.28	2776.5	2915.32	3061.08
	ANNUAL	46533.55	48860.24	51303.2	53868.46	56561.86	59389.82	62359.44	65477.36	68751.28	72188.9	75798.32	79588.08