



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

AGENDA

Measure O Citizen Oversight Committee
Regular Meeting
Council Chambers, 305 West Third Street
Oxnard, CA 93030

October 24, 2019
5:30 p.m.

- A. Roll Call/Posting of the Agenda
- B. Pledge of Allegiance
- C. Public Comments

At this time, the Committee will consider public comments for a maximum of fifteen minutes. A person may address the Committee only on matters not appearing on the agenda and within the subject matter jurisdiction of the Committee. The presiding officer may limit public comments to three minutes per person.

- D. Approval of Minutes
 - 1. SUBJECT: Approval of the minutes of July 25, 2019
RECOMMENDATION: Approve.
- E. Report of the City Manager/Executive Director/Secretary
 - 1. SUBJECT: City Manager's Introductory Remarks
- F. Reports
 - 1. SUBJECT: Eadie+Payne's Independent Accountant's Report of Applying Agreed-Upon Procedures for Measure O Revenues and Expenditures for the Six Months ended December 31, 2018
RECOMMENDATION: Receive and file report.
 - 2. SUBJECT: A draft Resolution revising Resolution No. 13,776 regarding the Establishment of a Measure O Citizen Oversight Committee
RECOMMENDATION: Provide feedback on the draft Resolution.
- G. Future Agenda Items
- H. Adjournment to Thursday, January 23, 2020 at 5:30 p.m.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Sarah Rowley, City Manager's Office at (805) 385-7443. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

MINUTES

Measure O Citizen Oversight Committee Regular Meeting July 25, 2019

A. ROLL CALL

At 5:34 p.m., the meeting of the Measure O Citizen Oversight Committee convened in the Council Chambers. Commissioners Deirdre Frank; Nancy Lindholm; Ruby Durias; Len Shulman; and Kay Brainard were present. Commissioners Joseph Munoz; David Garcia; and Juan Reynoso were absent. The Recording Secretary stated that the agenda was posted on Thursday, July 18, 2019, at City Hall, City's website, and the Public Library. Chair Frank presided and called the meeting to order. Staff members present were: Shiri Klima, Deputy City Manager; Sarah Rowley, Recording Secretary; and Erik Garwick, Parks Manager. Also present was Eden Casareno from Eadie & Payne, the City's External Auditor.

B. PLEDGE OF ALLEGIANCE

The flag salute was followed by a moment of silence.

C. PUBLIC COMMENTS

There were no public comments.

D. APPROVAL OF MINUTES

1. SUBJECT: Approval of minutes of May 6, 2019
RECOMMENDATION: Approve.
ACTION: Commissioner Shulman moved approval as recommended. Commissioner Frank seconded, and the motion carried 5-0.

E. PRESENTATIONS

1. SUBJECT: Measure O Independent Accountant's Report on Applying Agreed Upon Procedures for FY 2017-18
RECOMMENDATION: Receive and file report.
ACTION: The report was received and filed.
2. SUBJECT: Review of Measure O Appropriations for Fiscal Year 2019-2020
RECOMMENDATION: Receive and file presentation.
DISCUSSION: Public comments were received by Larry Stein.
ACTION: The presentation was received and filed.

F. FUTURE AGENDA ITEMS – none requested

G. ADJOURNMENT

At 6:13 p.m., the Measure O Citizen Oversight Committee concurred to adjourn the meeting.

Deirdre Frank, Chair



**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

**MEASURE O
REVENUES AND EXPENDITURES**

**FOR THE SIX MONTHS ENDED
DECEMBER 31, 2018**



CITY OF OXNARD
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Eadie + Payne, LLP

3880 Lemon St., Ste. 300
Riverside, CA 92501

P.O. Box 1529
Riverside, CA 92502-1529

Office: 951-241-7800

www.eadiepaynellp.com

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Members of the City Council
City of Oxnard
Oxnard, California

We have performed the procedures enumerated below, which were agreed to by the City of Oxnard, solely to assist you in determining that revenues were collected in accordance with Measure O and expenditures were spent in accordance with Measure O for the six-month period from July 1, 2018 to December 31, 2018. These procedures are an extension of procedures conducted for the year ended June 30, 2018 (please refer to the Independent Accountant's Report on Applying Agreed-Upon Procedures for the year ended June 30, 2018 dated July 15, 2019). The City of Oxnard's management is responsible for the accounting records and preparation of financial statements pertaining to Measure O. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which the report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We obtained the Measure O revenues and expenditures of the City of Oxnard for the six-month period from July 1, 2018 to December 31, 2018, and tied the amounts to the general ledger activity generated from HTE general ledger system.

**Measure O Revenues and Expenditures
From July 1, 2018 to December 31, 2018**

Beginning Committed Fund Balance	\$ 12,662,262
Revenues:	
Half Cent Sales Tax	5,330,912
Interest Income	115,917
Total Revenues	\$ 5,446,829
Expenditures by Program:	
Public Safety & Gang Prevention	6,181,417
Traffic & Road Improvements	555,446
Parks & Open Space	631,803
Other Community Improvements	282,094
Total Expenditures	\$ 7,650,760
Net Annual Activity	\$ (2,203,931)
Ending Committed Fund Balance	\$ 10,458,331

- a. Measure O expenditures as a percentage of the total revenues was 140%.
 - b. The excess of expenditures over revenues and transfers of \$2,203,931 decreased the committed fund balance to \$10,458,331.
 - c. The beginning committed fund balance was agreed to the City's Comprehensive Annual Financial Report for the year ended June 30, 2018. The ending committed fund balance for the fiscal year will be included in the City's Comprehensive Annual Financial Report for the year ended June 30, 2019.
2. We obtained the approved budget for Measure O for the fiscal year ended June 30, 2019.

See Exhibit 1, 2 and 3 for additional detail. The City's original budget for expenditures for Measure O amounted to \$17,994,745. The final budget for expenditures amounted to \$21,166,680, an increase of \$3,171,935.
 3. We prepared a budget to actual comparison for the fiscal year and inquired of management as to the nature of significant budget variances.

Below is the budget to actual comparison:

Revenues:	<u>Adopted Budget</u>	<u>Six Month Budget</u>	<u>Actual</u>	<u>Variance</u>
Half Cent Sales Tax	\$ 14,616,000	\$ 7,308,000	\$ 5,330,912	\$(1,977,088)
General Fund Loan Payment	1,875,688	937,844	-	(937,844)
Interest Income	101,000	50,500	115,917	65,417
Total Revenues	\$ 16,592,688	\$ 8,296,344	\$ 5,446,829	\$(2,849,515)
Expenditures by Category:				
Public Safety & Gang Prevention	11,543,406	5,771,703	6,181,417	\$ (409,714)
Traffic & Road Improvements	2,275,919	1,137,960	555,446	582,514
Parks & Open Space	1,446,310	723,155	631,803	91,352
Other Community Improvements	2,729,110	1,364,555	282,094	1,082,461
Total Expenditures	\$ 17,994,745	\$ 8,997,373	\$ 7,650,760	\$ 1,346,612
Net Annual Activity	\$ (1,402,057)	\$ (701,029)	\$ (2,203,931)	\$(1,502,903)

- a. Actual revenues were short by \$2,849,515 compared to budget because only two monthly sales tax payments and the General Fund loan payment were not received as of December 31, 2018. These amounts were received subsequent to December 31, 2018.
 - b. As of December 31, 2018, no projects were over budget, and the Measure O fund as a whole remained within its budget.
4. We obtained the Measure O transactions and use tax remittances for the six month period. The Measure O transactions and use tax revenue reported in the Measure O revenues and expenditures in the amount of \$5,330,912 agreed to the remittances from the State of California.
 5. We reviewed the interest allocation schedule for the six month period and determined that the interest allocation for Measure O fund was reasonable.
 6. We obtained a detail of payroll expenditures and selected a sample of expenditures for testing (payroll made up 44% of total expenditures).

For items selected, we tested allocations of time charged to Measure O and noted if each allocation was reasonable and authorized. Based on a sample of 20 individuals, we noted no exceptions.

7. We obtained a detail of expenditures and tested debt service payments, capital outlay and transfers, and a sample of contracts. For the items selected, we compared the dollar amount listed on the general ledger to the supporting documentation and noted that the projects were included in the budget, and we determined them to be allowable costs.

The following non-payroll expenditures were tested:

<u>Expenditures – Measure O</u>	<u>Expenditures</u>	<u>Amounts</u>	
		<u>Examined</u>	<u>Percentage</u>
Capital Outlay	\$ 502,565	\$ 157,413	31%
Indirect Prorated Cost	245,558	-	0%
Interest Payment	296,964	313,309	106%
Liability Insurance Charges	63,713	-	0%
Office Expenses	326,397	18,971	6%
Principal Payment	745,000	745,000	100%
Professional Services	714,540	415,460	58%
Transfers	1,365,312	1,365,312	100%
Total Measure O Expenditures	<u>\$ 4,260,049</u>	<u>\$ 3,015,466</u>	71%

8. We inquired of management as to the nature of any transfers in or out in the Measure O fund. For any transfers out, we determined the nature of the transfers was included in the budget or was approved by the City Council.

Below is the budget to actual comparison for transfers:

<u>Summary of Transfers:</u>	<u>Budget</u>	<u>Actual</u>
Transfers to General Fund		
Liability Insurance Payment	107,673	53,837
PACC and City Corp Subsidies	1,321,263	881,135
Transfers to Debt Service Fund		
Fire Truck Lease and Line of Credit	507,951	84,591
2014 Lease Revenue Street Bond	1,675,802	345,750
Total Transfers	<u>\$ 3,612,689</u>	<u>\$ 1,365,313</u>

9. We inquired of management as to the amount of general or non-project related indirect costs, if any, included in expenditures. Indirect costs identified were determined to be included in the budget.

We will obtain the Measure O revenues and expenditures of the City of Oxnard for the year ended June 30, 2019, and apply audit procedures in conjunction with our audit of the City of Oxnard for the fiscal year. Information regarding measure revenues and expenditures for the fiscal year will be included as a supplement to the Comprehensive Annual Financial Report for the year ended June 30, 2019.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on Measure O Revenues and Expenditures. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City of Oxnard and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Eddie and Payne HP

July 15, 2019
Riverside, California

Exhibit 1: Measure O Budget FY 2018-19 – Full Time Equivalent Staffing

	18-19 Adopted
CITY ATTORNEY	
Deputy City Attorney I/II	1.00
Paralegal	1.00
Total FTE	2.00
DEVELOPMENT SERVICES	
Administrative Technician	1.00
Code Compliance Inspector I/II	1.00
Total FTE	2.00
INFORMATION TECHNOLOGY	
Computer Network Engineer I/II	3.00
Total FTE	3.00
LIBRARY	
Library Aide I/II	0.50
Total FTE	0.50
MAINTENANCE SERVICES	
Groundswoker I/II	5.00
Senior Groundswoker	2.00
Total FTE	7.00
RECREATION AND YOUTH	
Administrative Assistant	0.00
Management Analyst I/II	0.00
Recreation/Human Services Coordinator	0.00
Recreation/Human Services Leader I	1.00
Recreation/Human Services Leader I (Limited Term)	0.00
Recreation/Human Services Leader II	1.00
Recreation/Human Services Leader II (Limited Term)	0.00
Recreation/Human Services Leader III (Limited Term)	0.00
Recreation/Human Services Leader III (Limited Term)	0.00
Total FTE	2.00
PUBLIC SAFETY & GANG PREV.	
Computer Network Engineer I/II	0.00
Fire Captain	6.00
Fire Engineer	6.00
Firefighter	8.00
Police Officer I/II	14.00
Police Officer III	1.00
Police Sergeant	1.00
Total FTE	36.00
MEASURE O TOTAL	52.50

Exhibit 2: Measure O Budget FY 2018-19 - Programs

Programs	Adopted FY18-19
CAD/RMS Operational	952,883
City Corps Townkeeper Program	1,321,263
Oxnard Afterschool ASES Program & Recreation Services	193,408
Enhance Community Police	2,783,875
Fire Advanced Life Support	136,000
Fire Handheld Radios Line of Credit 2018	80,987
Fire Station 8 Lease Debt	1,384,994
Fire Station 8 Operations	3,711,050
Fire Truck Lease 2013	169,182
Fire Truck Line of Credit 2018	338,769
Police Dispatch Consoles Line of Credit 2018	470,995
Public Safety & Gang Prevention Intervention Total	11,543,406
2014 Lease Revenue Street Bond	1,675,802
Alley Reconstruction and Roadway Repair	500,117
Intelligent Transportation System Annual Maintenance	100,000
Traffic & Road Improvements Total	2,275,919
College Park Annual Maintenance	763,004
College Park Program	115,000
Day at the Park- Special Needs	15,998
Homework Center Main Library	45,235
Integrated Library System	69,030
Library Wi-Fi Operational	2,000
Mobile Activity Center Services	44,000
Police Activities League (PAL) Operational	183,203
Preschool To You	168,819
Senior Nutrition Program Enhancement	40,021
Parks & Open Space Total	1,446,310
City Hall Summer Internship	25,000
Downtown Arts Hub	97,000
Downtown Market Study	25,000
Economic Development Strategy	100,000
Financial System	325,000
Homeless Program	500,000
Homeless Shelter Acquisition	1,000,000
Local Coastal Plan - CivicSpark Intern	25,000
Ormond Beach Enhancement	50,110
Safe Home Safe Family	330,137
Spanish Language Interpretation of Council Meetings	56,863
Tenant Relocation Assistance	50,000
Riverpark - License Plate Readers & Repeaters	145,000
Other Community Improvements Total	2,729,110
	17,994,745

Exhibit 3: Measure O Budget FY 2018-19 - Expenditures by Department

	2018-19 Adopted
104-HALF CENT SALES TAX	
CITY MANAGER	
2-OTHER O&M EXPENSE	203,863
CITY MANAGER Total	203,863
DEVELOPMENT SERVICES	
1-PERSONNEL	355,137
2-OTHER O&M EXPENSE	50,000
DEVELOPMENT SERVICES Total	405,137
ECONOMIC COMMUNITY DEVELOPMENT	
2-OTHER O&M EXPENSE	100,000
ECONOMIC COMMUNITY DEVELOPMENT Total	100,000
FIRE	
1-PERSONNEL	3,072,377
2-OTHER O&M EXPENSE	645,673
3-DEBT SERVICE	1,352,994
4-CAPITAL OUTLAY	161,000
5-TRANSFERS OUT	588,938
FIRE Total	5,820,982
MAINTENANCE SERVICES	
1-PERSONNEL	486,415
2-OTHER O&M EXPENSE	590,874
4-CAPITAL OUTLAY	185,832
MAINTENANCE SERVICES Total	1,263,121
HOUSING	
2-OTHER O&M EXPENSE	500,000
4-CAPITAL OUTLAY	1,000,000
HOUSING Total	1,500,000
INFORMATION TECHNOLOGY	
1-PERSONNEL	376,743
2-OTHER O&M EXPENSE	576,140
INFORMATION TECHNOLOGY Total	952,883

Exhibit 3: Measure O Budget FY 2018-19 - Expenditures by Department (Continued)

	2018-19 Adopted
LIBRARY	
1-PERSONNEL	36,532
2-OTHER O&M EXPENSE	79,733
LIBRARY Total	116,265
 NON-DEPARTMENTAL	
2-OTHER O&M EXPENSE	50,110
5-TRANSFERS OUT	325,000
NON-DEPARTMENTAL Total	375,110
 POLICE	
1-PERSONNEL	2,258,795
2-OTHER O&M EXPENSE	525,080
4-CAPITAL OUTLAY	145,000
5-TRANSFERS OUT	470,995
POLICE Total	3,399,870
 PUBLIC WORKS	
2-OTHER O&M EXPENSE	100,000
PUBLIC WORKS Total	100,000
 RECREATION	
1-PERSONNEL	519,256
2-OTHER O&M EXPENSE	47,785
5-TRANSFERS OUT	1,514,671
RECREATION Total	2,081,712
 STREET MAINTENANCE & REPAIRS	
2-OTHER O&M EXPENSE	3,675
5-TRANSFERS OUT	1,672,127
STREET MAINTENANCE & REPAIRS Total	1,675,802
 104-HALF CENT SALES TAX Total	17,994,745

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD REPEALING AND REPLACING RESOLUTION NO. 13,776 RELATING TO THE ESTABLISHMENT OF A MEASURE O CITIZEN OVERSIGHT COMMITTEE

WHEREAS, on November 4, 2008 Measure O was approved by Oxnard voters to provide for a local transaction and use tax; and

WHEREAS, the City of Oxnard is committed to citizen involvement as a fundamental principle of good government, specific citizen oversight and accountability provisions; and

WHEREAS, on March 2, 2010 the Oxnard City Council adopted Resolution No. 13,776 establishing the Measure O Oversight Committee; and

WHEREAS, the formerly five-member Oxnard City Council became a seven member body in 2018; and

WHEREAS, the Oxnard City Council updated the Citizen Advisory Group regulations in 2019; and

WHEREAS, updates to Resolution No. 13,776 are necessary at this time to ensure conformity with City Council membership and new Citizen Advisory Group regulations.

NOW, THEREFORE, the City Council of the City of Oxnard resolves as follows:

SECTION 1. FORMATION

There is hereby established a Committee on Measure O, Citizen Oversight Committee (COC) composed of ~~nine-seven~~ members. The Mayor, with the approval of the City Council, shall appoint the members of the COC. Each Council member shall strive to nominate a commissioner from the Council members' district and the Mayor shall nominate one commissioner at-large. In making their selections, the Council members and the Mayor shall give special consideration to appointees representing the following categories:

- members active in a business organization representing the business community located in the City of Oxnard.
- members active in a senior citizen's organization located in the City of Oxnard.
- members active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.
- members active in a City youth organization located in the City of Oxnard

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Resolution No.

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Members serve at the pleasure of the City Council and can be removed by the City Council at any time.

~~— One (1) member active in a business organization representing the business community located in the City of Oxnard.~~
~~— One (1) member active in a senior citizen's organization located in the City of Oxnard.~~
~~— One (1) member active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.~~
~~— One (1) member active in a City youth organization located in the City of Oxnard~~
~~— Five (5) members at large of the public, one appointed by each member of the City Council.~~

SECTION 2. APPOINTMENT; TERMS; VACANCY

(a) ~~The four members representing community groups will be appointed by the entire City Council; each of the five at large members will be appointed by individual councilmembers.~~ Members shall be appointed at the first meeting of the City Council ~~in every January, after a general election involving the office the Mayor. Therefore, all initial members will need to re-apply for reappointment after the November, 2010 election.~~

(b) Members will not be compensated for their service on the COC.

(c) The term of office of a member of the COC shall be two years and shall begin in January and end in December.

(d) Proxy voting will not be permitted.

(e) In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.

(f) The COC shall meet two times in the calendar year with the exact dates of the meeting set by the COC.

SECTION 3. SECRETARY

The City Manager shall designate a city staff member to serve as a nonvoting secretary to the COC.

SECTION 4. RULES OF PROCEDURE; QUORUM; STAFFING; ELIGIBILITY

(a) The COC shall follow rules of procedure approved by the City Council.

(b) ~~Five~~ Four members shall constitute a quorum for the transaction of business by the COC.

(c) The COC shall have meetings in the Oxnard Public Library, Library Room B.

(d) The City Manager's Office and members of the Finance Department will provide technical and administrative assistance to support and publicize the COC's activities.

(e) A quorum will be no less than the majority of the members of the committee.

(f) An action item of the COC may be approved by a simple majority of those present, if the number present exceeds the quorum requirement of (54).

(g) City services and any necessary outside services will be paid using the City of Oxnard's Measure O Administrative Program Revenues.

(h) Expert staff will be requested to provide information and make presentations to the COC, as needed.

(i) COC members must be ~~U.S. Citizens~~, 18 years of age or older and ~~who~~ reside in Oxnard.

(j) Not an elected official at any level of government.

(k) ~~Not a public employee at any State, County, or City agencies. The following persons shall not serve on the COC: The spouse, domestic partner, parent, stepparent, brother, sister, child, stepchild, grandchild, step grandchild, mother-in-law, father-in-law, daughter-in-law, or son-in-law of a City employee or elected City official, or any person with whom a City employee or elected City official has a relationship in loco parentis (acting in the role of a parent); or a current city employee or elected city official.~~

(l) All ~~Committee-COC~~ meetings will be held in compliance with the Brown Act.

(m) All meetings will be conducted per Rosenberg's Rules of Order. ~~"Robert's Rules of Order"~~.

(n) Must submit an annual statement of financial disclosure consistent with the Fair Political Practices Commission (FPPC) rules and regulations and filed with the City Clerk.

SECTION 5. POWERS AND DUTIES

The powers and duties of the COC shall be as follows:

(a) Review the use of Measure O revenues in conformance with allocations approved by the City Council.

(b) Serve as a liaison between the City Council and the community in matters related to Measure O issues.

(c) Receive, review and recommend action on independent financial audit related to Measure O.

(d) Receive, review, and recommend action on periodic reports and studies on the collection and use of Measure O sales tax responsible agencies.

(e) Present Committee recommendations, findings, and requests to the City Council and public in a formal audit report.

SECTION 6. Resolution No. 13,776 is hereby repealed.

SECTION 7 Sections 1, 2 and 4 of this Resolution shall be implemented in January, 2021.

PASSED AND ADOPTED THIS ____ day of _____, 2019, 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