



Written materials relating to an item on this agenda that are distributed to the legislative bodies within 24 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
Special Meeting
Council Chambers, 305 West Third Street
Oxnard, CA 93030

October 19, 2020
5:30 p.m.

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the Executive Board or staff to participate via teleconference. Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public.

Contact Measure O Citizen Oversight Committee Recording Secretary, Sarah Rowley, at (805) 385-7443 or sarah.rowley@oxnard.org for information on participating in this meeting no later than 3:00 p.m. on the day of the meeting.

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 from July 25, 2019, October 24, 2019, and January 23, 2020
RECOMMENDATION: Approve.

E. Presentations/Reports

1. SUBJECT: Continuing to Wean Off of Measure O
RECOMMENDATION: Receive and file presentation.
2. SUBJECT: 2021 Measure O Citizen Oversight Committee Meeting Calendar
RECOMMENDATION: Approve the 2021 Measure O Citizen Oversight Committee meeting calendar.
3. SUBJECT: Reapply to be on the Oversight Committee
RECOMMENDATION: Receive and file presentation.

F. Future Agenda Items

G. Adjournment to Thursday, January 28, 2021 at 5:30 p.m. (unless the Oversight Committee adopts a different calendar)

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

Saluted the flag.

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.
DISCUSSION: The Commission received the report and discussed the details within the audit report provided by Eadie+Payne auditor. Commissioners asked questions regarding definition of IVET, total deficit, types of funds listed in the report, and the General Fund loan payment. Questions were answered by Ms. Casareno and Ms. Williams.
2. SUBJECT: Review of Measure O Appropriations for Fiscal Year 2019-2020

RECOMMENDATION: Receive and file presentation.

DISCUSSION: Commissioners asked if certain projects had a recurring expense and requested clarification on two funded park projects. Staff clarified the park projects were now more accurately accounted for by splitting them into two projects.

Commissioners also asked if overtime was more economical than to have more firefighters. Staff said that the City is in the process of assessing the cost benefits of each.

During public comment for this item a speaker requested more money to be spent on parks and on the GREAT program expansion. Also, the speaker discussed Code Compliance's use of Measure O funds for the Safe Homes Safe Family program and the Tenant Relocation program.

F. FUTURE AGENDA ITEMS

No items were requested; however, Commissioners requested more "Brought to You by Measure O" signs to be placed at all of the Measure O funded projects.

G. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Frank adjourned the meeting at 6:13 p.m.

Sarah Rowley, Recording Secretary

Deirdre Frank, Chair

MINUTES

Measure O Citizen Oversight Committee Regular Meeting October 24, 2019

A. ROLL CALL

At 5:30 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; Joseph Munoz; and Kay Brainard were present. Commissioners David Garcia and Juan Reynoso were absent. Chair Frank presided and called the meeting to order. Staff members present were: Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Sarah Rowley, Recording Secretary; Jason Zaragoza, Deputy City Attorney; and Kevin Riper, Chief Financial Officer. Also present was Don Ecker from Eadie+Payne, the City's External Auditor.

B. PLEDGE OF ALLEGIANCE

Saluted the flag.

C. PUBLIC COMMENTS

There were no public comments.

D. APPROVAL OF MINUTES

1. SUBJECT: Approval of minutes of July 25, 2019
RECOMMENDATION: Approve.
ACTION: Commissioners voted 5-1 in favor of not approving the minutes.
Commissioners requested more substantial minutes.

E. REPORT OF THE CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

1. SUBJECT: City Manager's Introductory Remarks
DISCUSSION: The City Manager stated his office going forward will do better at communicating with the Measure O Citizen Oversight Committee.
Commissioners had no questions.

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.

DISCUSSION: Commissioners asked questions regarding back-up documents, vacancy savings and expenditures. Questions were answered by Mr. Ecker, Ms. Klima, and Mr. Riper.

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.

DISCUSSION: Staff proposed updates to Resolution No. 13,776 for the Committee to review, including changing the number of members on the Committee, changing the meeting location from the Library to any publicly accessible space, removing the requirement that Commissioners be U.S. citizens, adding a limitation on family members of City employees or officials becoming Commissioners, conducting meetings in accordance with Rosenberg's Rules of Order rather than with Robert's Rules of Order, and changing the semi-annual meetings to either three or four times a year. The Commissioners recommended staying a nine-member body where seven members are nominated by each of the Councilmembers and Mayor and the final two members would be 1) active in a business organization representing the business community located in the City of Oxnard and 2) active in a Neighborhood Council or Neighborhood Association located in the City of Oxnard. However, the Committee Members recommended changing the appointment terms to four-year and staggered these terms, which mirrors the term length recently adopted for the City's Citizen Advisory Groups. The Committee concurred with the rest of staff's recommendations, but requested that if the meeting location be changed, the Committee and public be given more than regular notice. The Committee also requested quarterly meetings.

G. FUTURE AGENDA ITEMS

Commissioners asked when the annual Measure O Community Report would be coming to the public. Staff mentioned the Community Report would be coming after the New Year. Commissioners also asked where the Measure O Funds signs will be posted at each project location. Staff is working on getting the signs ordered and posted at each project location.

H. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Frank adjourned the meeting at 6:19 p.m.

Sarah Rowley, Recording Secretary

Deirdre Frank, Chair

MINUTES

Measure O Citizen Oversight Committee Regular Meeting January 23, 2020

A. ROLL CALL

At 5:33 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; Joseph Munoz; and Kay Brainard were present. Commissioners David Garcia and Juan Reynoso were absent. Chair Frank presided and called the meeting to order. Staff members present were: Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Luly Lopez, Recording Secretary; Kevin Riper, Chief Financial Officer; and Donna Ventura, Assistant Chief Financial Officer. Also present was Eden Casareno from Eadie+Payne, the City's External Auditor.

B. PLEDGE OF ALLEGIANCE

Saluted the flag.

C. PUBLIC COMMENTS

Ms. Brown stated we need Measure O and to have most of the money spent on streets first then get back what was borrowed to be used on other projects.

D. APPROVAL OF MINUTES

1. SUBJECT: Approval of minutes of July 25, 2019, and October 24, 2019
RECOMMENDATION: Approve.
ACTION: Commissioners deferred the minutes to the next meeting pending verification of meeting dates and to fix typos.

E. REPORT OF THE CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

1. SUBJECT: City Manager's Remarks
DISCUSSION: The City Manager stated he ordered staff to begin to wean off of Measure O starting now so that we did not wait until 2028 and have a real crisis. Priorities have shifted, but staff is still following the projects proposed and approved.

F. PRESENTATIONS/REPORTS

1. SUBJECT: Measure O Revenues and Expenditures For Fiscal Year Ended June 30, 2019, report by Eadie+Payne
RECOMMENDATION: Receive and file presentation.

DISCUSSION: Commissioners did not have any questions, and Chair Frank reached a consensus to receive and file presentation.

2. SUBJECT: 2020 Measure O Citizen Oversight Committee Meeting Calendar
RECOMMENDATION: Approve the 2020 Measure O Citizen Oversight Committee meeting calendar.

DISCUSSION: Commissioners did not have any questions and Chair Frank reached a consensus to approve 2020 Measure O Citizen Oversight Committee meeting calendar.

3. SUBJECT: City Council Report regarding Measure O Initiative

RECOMMENDATION: Receive and file presentation.

DISCUSSION: Staff shared the City Council video clip where Russ Branson, City's Consultant, provided an overview of the proposed initiatives. Staff shared that Council is challenging the initiatives and have begun the next steps in challenging them. The presentation was received and filed.

4. SUBJECT: Weaning off of Measure O

RECOMMENDATION: Provide feedback on the proposed initial list of savings, reabsorptions (into the General Fund or other funds), reductions, and cuts.

DISCUSSION: Staff provided in-depth analysis on the proposed initial list of savings, reabsorptions, reductions, and cuts to Measure O funds and answered questions from the Commissioners as they arose. Commissioners requested again that signs be posted at each completed project stating the project was completed using Measure O funds.

5. SUBJECT: Measure O Annual Community Report

RECOMMENDATION: Provide feedback on the annual community report.

DISCUSSION: Commissioners provided feedback on what they would like to see on the community report. Commissioners also requested the upcoming report to be a 10-year report showing what has been done using the Measure O funds. Commissioners emphasized the need to share the Measure O completed projects and staff at work fulfilling the projects on Nextdoor, City's website, and Facebook. Staff will incorporate feedback into the final design and distribution of the community report.

G. FUTURE AGENDA ITEMS

Commissioners requested that staff continue to provide status updates on Measure O projects.

H. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Frank adjourned the meeting at 6:55 p.m.

Luly Lopez, Recording Secretary

Deirdre Frank, Chair



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT
ITEM NO. E-1**

TO: Measure O Citizen Oversight Committee
FROM: Shiri Klima, Deputy City Manager
DATE: October 19, 2020
SUBJECT: Continuing to Wean Off of Measure O

On January 23, 2020, at the Oversight Committee meeting, and on February 18, 2020, at the City Council meeting, staff presented a plan to wean off the Measure O sales tax supplement. As we then explained, Measure O will terminate in 2029, and since we are past its midpoint, now is the time to begin weaning ourselves off that stream of revenue that complements the General Fund.

The last debt payment we have to make related to Measure O must be made in FY 31-32. In order to be able to cover debt payments due past the sales tax's sunset in March of 2029—indeed, to plan ahead to reabsorb this debt—we need to build up the fund balance in the few years before the sunset date. This winter, based on Measure O's then-consistent revenue stream, staff explained that if we use no further Measure O funding for one-time projects, we must implement savings, reabsorptions (into the General Fund or other funds), reductions, and if necessary, cuts that total \$801 thousand in FY 20-21, \$841 thousand in FY 21-22, and so forth, as listed in the chart below, through the sunset date.

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

Staff then presented savings, reabsorptions, reductions, and cuts to 14 Measure O programs to start the weaning off process, effective in FY 20-21. With one edit regarding the Five Points Property Land Acquisition (which some members of the Oversight Committee wanted to continue pursuing), both the Oversight Committee and the City Council reacted favorably to this recommendation.

However, this spring, due to Covid-19, there was a temporary closure of many businesses. As a result, the Measure O half-cent sales tax, which we projected in the FY 2019-20 Budget would bring in \$14.9 million in FY 19-20, brought in only an estimated \$13.5 million. Compared with pre-Covid-19 estimates, staff now projects another shortfall of \$2.1 million in FY 20-21 due to the continued effects of pandemic-induced recession. Even assuming no further impact on revenue in future years, that is a \$3.5 million revenue shortfall that we must account for in the weaning process. As a result, we will need to be more aggressive with the weaning schedule, making more savings, reabsorptions, reductions, and cuts, to account for this loss of revenue.

In addition, every year (unrelated to Covid), for any ongoing project that receives a Measure O budget appropriation annually but does not use that total amount, the City must unappropriate the excess amount at the end of the fiscal year. Staff does this administratively, based on the City Council resolution adopting each year's budget. However, in closing FY 19-20, for a variety of reasons, this is a large amount, so staff wishes to share this action with the Oversight Committee for transparency, which is in the table below.

	Project Description	Frequency	Budgeted	Unappropriated	Rationale
1	14IN02 ORMOND BEACH ENHANCEMENT	Ongoing	\$50,161	(42,219)	In the winter, staff already proposed \$35,000 in reductions per year. In FY19-20, staff only spent \$7,942, so there is an additional savings.
2	MO1401 SPANISH LANGUAGE INTERPRETATION AT COUNCIL MEETINGS	Ongoing	\$57,536	(23,496)	We used to have weekly Council meetings that needed translation; now they only happen every other week. Thus, staff only spent \$34,040.
3	MO1403 DOWNTOWN ARTS HUB	Ongoing	\$97,000	(97,000)	In the winter, staff already proposed a cut of this program. The effective date of this cut is in FY 20-21, but since the position was not filled, none of the funds were used in FY 19-20.
4	MO2101 ENHANCE COMMUNITY POLICING	Ongoing	\$3,250,543	(99,905)	Savings in overtime and equipment costs.
5	MO2102 CAD/RMS Operational	Ongoing	\$883,897	(4,771)	
6	MO2110 FY19-20 POLICE ACADEMY	One-Time	\$197,827	(108,813)	In the winter, staff already proposed savings to this program. Since this Police Academy occurred in FY 19-20, it is appropriate to save this amount in FY 19-20.
7	MO2203 FIRE STATION 8 LEASE DEBT	Ongoing	\$1,389,869	(62,897)	The debt structure was lowered by the lender mainly due to the interest portion (due to Covid economy). So, there is a lower payment for FY 19-20.

8	MO2206 FIRE STATION 6 ROOF REPAIR	One-Time	\$541,149	(234,528)	Project completed more efficiently than anticipated.
9	MO2210 FY19-20 FIRE ACADEMY	One-Time	\$711,998	(406,377)	Due to Covid-19, the Fire Department could not hold the entire Fire Academy.
10	MO2211 ROOF REPLACEMENT FIRE STATION 5	One-Time	\$500,000	(381,244)*	Project completed more efficiently than anticipated.
11	MO3101 ITS ANNUAL MAINTENANCE	Ongoing	\$100,000	(94,180)	City did not have proper staffing, including Traffic Engineer
12	MO3102 ALLEY & ROADWAY REPAIR	Ongoing	\$501,518	(60,947)	City and County temporarily ceased projects due to Covid.
13	MO3103 2014 LEASE REVENUE STREET BOND	Ongoing	\$1,666,425	(3,675)	
14	MO4301 SAFE HOMES SAFE FAMILIES	Ongoing	\$411,524	(47,613)	Partial vacancy savings realized for Paralegal position
15	MO5101 HOMELESS PROGRAM	Ongoing	\$1,000,000	(54,290)	
16	MO5501 MOBILE ACTIVITY CENTER SERVICES	Ongoing	\$44,000	(20,430)	Due to Covid, the Mobile Activity Center was placed on hold.
17	MO5401 HOMEWORK CENTER MAIN LIBRARY	Ongoing	\$56,824	(949)	Due to Covid, less hours for homework center.
18	MO5504 PAL OPERATIONAL	Ongoing	\$179,166	(46,786)	Due to Covid, PAL was placed on hold.
19	MO5505 DAY AT PARK-SPECIAL NEEDS	Ongoing	\$16,537	(3,964)	Due to Covid, Day at the Park was placed on hold.

20	MO5506 COLLEGE PARK PROGRAMS	Ongoing	\$115,000	(303)	
21	MO5508 PRESCHOOL TO YOU	Ongoing	\$160,551	(43,529)	Due to Covid, Preschool To You was placed on hold.
22	MO5513 RECREATION SERVICES	Ongoing	\$85,735	(85,735)	These funds are a subsidy for divisional charges within Recreation that were not required.
23	MO5514 OXNARD AFTERSCHOOL	Ongoing	\$107,673	(95,329)	Higher cost recovery from outside agencies eliminated almost all of the budgeted transfer to the General Fund for indirect cost reimbursement
24	MO5601 PACC AUDITORIUM REPAIRS	One-Time	\$40,038 carried over from past years	(40,038)	These funds were for the HVAC replacement project, which was completed over two years ago. The remaining funds were to be used by the PACC management for additional building repairs. City is not providing any additional maintenance services at this time.
25	MO5701 COLLEGE PARK MAINTENANCE	Ongoing	\$704,870	(175,011)	\$153,089 remained in Direct Labor & Benefits due to staff reductions (2 FTE) and could not move money into another line item.
	Grand Total			(2,234,029)	

*When this item went to the Finance and Governance Committee on September 22, 2020, MO2211 Roof Replacement Fire Station 5 was listed as having an appropriation of \$379,841. However, staff since then processed period 13, identified a balance of \$1,403, and because there are no outstanding invoices, determined this can be unappropriated as well. This brings the new total amount from \$2,232,626 to \$2,234,029.

Now, with the reduction in revenue, but also the greater than anticipated savings, reabsorptions, reductions, and cuts in FY 19-20, staff will be calculating a new weaning schedule for the years to come. This item will be going to City Council on October 20, 2020.

CONTINUING TO WEAN OFF MEASURE O

Presentation to Measure O Citizen Oversight Committee

Shiri Klima, Deputy City Manager

October 19, 2020



That the Measure O Citizen Oversight Committee receive and file an update regarding the Measure O weaning process.

- Measure O will terminate in 2028, and since we are past midpoint, now is the time to begin weaning
- At Measure O Citizen Oversight Committee meeting on 1/23/20 and at City Council meeting on 2/18/20, staff presented weaning plan off Measure O sales tax supplement

***Required Savings, Reabsorptions (into General Fund),
Reductions, and Cuts per Fiscal Year:***

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

This plan was
based on January
2020 figures

	FY 19-20 Measure O Sales Tax Revenue*	FY 20-21 Measure O Sales Tax Revenue*
FY 19-20 Budget Projection	\$14.9 M	\$15.4 M
Current Projection	\$13.5 M	\$13.3 M
Shortfall in Revenue	\$1.4 M	\$2.1 M

*Excludes interest income and General Fund loan repayment

UNAPPROPRIATIONS

Item E-1
5

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UNAPPROPRIATIONS

Item E-1
6

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UNAPPROPRIATIONS

Item E-1
7

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	TOTAL			(2,234,029)	

That the Measure O Citizen Oversight Committee receive and file an update regarding the Measure O weaning process.

Questions





**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT
ITEM NO. E-2**

TO: Measure O Citizen Oversight Committee

FROM: Shiri Klima, Deputy City Manager

DATE: October 19, 2020

SUBJECT: 2021 Measure O Citizen Oversight Committee Meeting Calendar

The Oversight Committee needs to adopt a 2021 calendar of regular meetings. According to recently adopted Resolution No. 15,288, this body meets quarterly with the exact dates of the meetings set by the Oversight Committee. The meetings will continue being virtual until further notice.

If you wish to keep holding these meetings on the fourth Thursday of every third month, that would be on the following dates: January 28, 2021; April 22, 2021; July 22, 2021; and October 28, 2021. Typically, your meetings begin at 5:30 p.m.



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT
ITEM NO. E-3**

TO: Measure O Citizen Oversight Committee

FROM: Shiri Klima, Deputy City Manager

DATE: October 19, 2020

SUBJECT: Reapply to be on the Oversight Committee

The City greatly appreciates your dedication to the Measure O Citizen Oversight Committee and hopes you will apply again to continue serving in this role. As you know, the Oversight Committee is comprised of nine members residing within the City limits: one member from a business organization, one from a Neighborhood Council or Neighborhood Association, and seven members from the community at large.

If you wish to reapply, please visit

<https://www.oxnard.org/wp-content/uploads/2020/08/Measure-O-Committee-Member-Application-fillable.pdf>

and submit your application. This is a critical role; oversight on the City's use of the tax funding is important for the residents of Oxnard. We hope you will reapply.



300 West Third Street, 4th Floor
Oxnard, CA 93030
Office: 805-385-7443
Website: www.oxnard.org

Measure O Citizen Oversight Committee (COC) Application

The City's half-cent sales tax, Measure O, was approved by voters on November 4, 2008. The Measure O Citizen Oversight Committee (COC) was created by the City Council to provide citizen oversight of Measure O revenues. The COC is comprised of nine members residing within the City limits: one member from a business organization, one from a Neighborhood Council or Neighborhood Association, and seven members from the community at large. The Mayor will appoint all members of the COC with approval of the City Council. The COC will convene quarterly for a few hours to review the use of Measure O revenues in conformance with allocations approved by the City Council; during COVID-19, these meetings will occur online.

COC members are appointed to serve terms without compensation. Meetings will be held at City-owned publicly available spaces and will be announced seven (7) full days in advance of the meeting.

Please print clearly. Submit your complete application to the City Manager's Office by mail or email:

MAIL: Sarah Rowley, Committee Liaison, 300 W. Third Street, 4th Floor, Oxnard CA 93030

EMAIL (scan): Sarah.Rowley@oxnard.org

For questions about the application, please email the Committee Liaison, or call (805) 385-7443

NOTE: PER RESOLUTION NO. 15,288, CITY OF OXNARD EMPLOYEES, ELECTED OFFICIALS, AND THEIR RELATIVES ARE INELIGIBLE TO APPLY

This application is for (check one):

☐ Business Organization

☐ Neighborhood Council/Association

☐ Member at-large

Name _____

Organization Name (if any) _____ Title _____

Address _____
Street City Zip Code

Phone #1 _____ Phone #2 _____

E-mail _____

Council District No.: _____ (lookup at <https://arcg.is/jDP>) Number of years residing in Oxnard: _____

Are you 18 years of age or older?

☐ Yes

☐ No

Supplemental Questionnaire

1. Briefly describe your interest in serving on the Measure O Citizen Oversight Committee.

2. List and briefly describe any participation in volunteer, community or professional organizations that are relevant to your candidacy for the Measure O Citizen Oversight Committee.

3. I have sufficient time to devote to this responsibility and will attend the required meetings if appointed to the Measure O Citizen Oversight Committee. ☐ Yes ☐ No

Applicant's Signature

Date

City of Oxnard
Measure O Half-Cent Sales Tax
Citizen Oversight Committee (COC) Guidelines

Committee Purpose

The Measure O Citizen Oversight Committee (COC) will convene at quarterly to review the use of Measure O revenues in conformance with allocations approved by the City Council. The COC's role will be advisory, and membership on the Committee will be determined by the City Council.

Administrative Issues*Committee Formation*

- The City Council will solicit applications from the community for prospective members of the COC.
- Meetings will commence once the City Council has appointed all members of the committee.

Selection and Duties of Committee Chair and Vice Chair

- The COC shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term. Elections will be conducted every year.
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings.
- The duties of the Vice Chair will be to perform the same duties described above in the absence of the Chair.

Committee Meetings

- The Committee will hold quarterly meetings, with additional meetings scheduled as needed by the Committee.
- All Committee meetings will be held in compliance with the Brown Act.
- All meetings will be conducted per “Rosenberg's Rules of Order.”

Committee Membership and Quorum*Membership*

The Committee shall be composed of nine (9) members including:

- One (1) member active in a business organization representing the business community located in the City of Oxnard.
- One (1) member active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.
- Seven (7) members at-large of the public, one appointed by each member of the City Council.

Quorum

- A quorum will be no less than of the majority of the members of the Committee.
- An action item of the Committee may be approved by a simple majority of those present, if the number present exceeds the quorum requirement of five (5).

Membership Selection

Selection Committee

- Committee members will be selected by the City Council of the City of Oxnard.

Recruitment Process

- Each year as terms of various members expire, or as vacancies occur, annual postings of membership openings will be noticed sixty (60) days in advance of the application process.
- Potential members must submit the required application to the Oxnard City Clerk.

Terms of Membership

- Terms of office of a member of the COC shall be four (4) years.
- Members will not be compensated for their service on the Committee.
- Members who are not in attendance for two (2) consecutive meetings, or are not present at 50% of the Committee meetings over a 12-month period shall be replaced with a new member selected by the City Council.
- If a member position on the Committee becomes vacant, the City Council will fill the vacant position within 90 days.
- Proxy voting will not be permitted.

Eligibility

- City of Oxnard resident 18 years of age or older.
- Not an elected official at any level of government.
- Not a public employee at any State, County or City agencies.
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the City Clerk.

Staffing

- The City Manager's Office and members of the Finance Department will provide technical and administrative assistance to support and publicize the Committee's activities, with the staff assignment subject to approval of the Committee.
- City services and any necessary outside services will be paid using the City of Oxnard's Measure O Administration Program revenues.
- Expert staff will be requested to provide information and make presentations to the Committee, as needed.

Responsibilities

The Committee may receive, review and recommend any action related reports and audits that are within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review and recommend action on independent financial audits related to Measure O.
- Receive, review, and recommend action on periodic reports and studies on the collection and use of Measure O sales tax from responsible agencies.
- Present Committee recommendations, findings, and requests to the City Council and public.