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AGENDA
MEASURE O CITIZEN OVERSIGHT COMMITTEE
Council Chambers, 305 West Third Street
Thursday, October 27, 2022
Regular Meeting - 5:30 P.M.

Zoom details to call-in for public comment during a meeting:
<https://us06web.zoom.us/j/87128788582?pwd=QVJ4eVdvczVaS2JmRGw4dzNjYTZJdz09>

- 1. Dial Phone Number:** 888 475 4499 (Toll Free)
- 2. Enter Meeting ID:** 871 2878 8582
- 3. Passcode:** 544489

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

IN ACCORDANCE WITH ASSEMBLY BILL 361 AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, THE LEGISLATIVE BODY WILL MEET IN-PERSON AND REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at www.oxnard.org/city-meetings/.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews.

Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/citymeetings.

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

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

- 1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE:** Submit a speaker card to the Clerk.
- 2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING**
 - a. Submit a request to speak by no later than 4:00 p.m. on the day of the meeting by emailing Luly.lopez@oxnard.org.
 - b. Submit an email to Luly.Lopez@oxnard.org no later than 4:00 p.m. on the day of the meeting (please indicate the agenda item number in the subject line). All email correspondence will be forwarded to the Measure O Citizen Oversight Committee prior to the start of the meeting and made part of the legislative record.

3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING

- a. To provide public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the presiding officer announces the particular item on the agenda you want to speak on, press *9 to raise your hand while in the zoom waiting room. Once called on, press *6 to unmute your phone.
- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL, POSTING OF THE AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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. If there are more speakers than can be accommodated during fifteen minutes, additional speakers will be given an opportunity to speak at the end of the meeting. The Committee cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the staff for administrative action or scheduled on a subsequent agenda for discussion.

C. APPROVAL OF MINUTES

1. SUBJECT: Approval of the minutes from April 28, 2022.
RECOMMENDATION: That the Committee approve the minutes.

D. PRESENTATIONS/REPORTS

1. SUBJECT: Measure O Citizen Oversight Committee 2023 Meeting Schedule.
RECOMMENDATION: That the Measure O Citizen Oversight Committee:

1. Adopt the proposed meeting dates for the calendar year 2023; and
2. Commence meeting times at 4:00 p.m..

(There is no presentation regarding this item.)

Contact Person: Luly A. López

Phone: 805-385-7430

2. SUBJECT: Project Weaned from Measure O to General Fund: Fire Station 8 Operations.
RECOMMENDATION: That the Measure O Citizen Oversight Committee receive and file the report.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/YNlTh87AejM>

Contact Person: Alexander Hamilton, Fire Chief

Phone: 805-385-7722

3. SUBJECT: One-Time Projects Going into Measure O: Citywide Alleyway Resurfacing, Library Technology Infrastructure Refresh, and Information Technology Equipment Refresh/Upgrades. RECOMMENDATION: That the Measure O Citizen Oversight Committee receive and file the report.

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

Contact Person:	Helen Miller, Chief Information Officer	Phone: 805-385-7446
	Terrell Harrison, Cultural and Community Services Director	805-385-7994
	Tatiana Arnaout, City Engineer	805-385-8341

4. SUBJECT: Measure O FY 2022-23 Budget. RECOMMENDATION: That the Measure O Citizen Oversight Committee receive and file the report.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/XLMVL3TVMVI>

Contact Person:	Betsy George, Chief Financial Officer	Phone: 805-385-7475
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E. FUTURE AGENDA ITEMS

- F. Adjournment to Thursday, January 26, 2023 at 5:30 p.m.

MINUTES

Measure O Citizen Oversight Committee Regular Meeting April 28, 2022

A. ROLL CALL, POSTING OF AGENDA AND FLAG SALUTE

At 5:30 p.m., the Measure O Citizen Oversight Committee convened in the Council Chambers. Commissioners Ruby Durias; Nancy Lindholm; Joseph Munoz; Daniel Pinedo; Len Shulman, Nathan Castillo and Deirdre Frank were present. Commissioner Steven Nash was absent. Chair Lindholm presided and called the meeting to order. Staff members present were: Shiri Klima, Deputy City Manager; Betsy George, Chief Financial Officer; and Luly A. López, Recording Secretary. Saluted the Flag.

B. PUBLIC COMMENTS

There were no public comments.

C. APPROVAL OF MINUTES

1. SUBJECT: Approval of minutes of January 27, 2022.
RECOMMENDATION: Approve.
ACTION: It was moved by Commissioner Durias, seconded by Commissioner Shulman, to approve the recommended action as presented.
VOTE: Commissioners Lindholm, Munoz, Shulman and Durias. Abstained: Commissioners Frank, Pinedo and Castillo. Commissioner Steven Nash was absent. The motion carried 4-3-1.

D. PRESENTATION/REPORTS

1. SUBJECT: Selection of Chair and Vice Chair.
RECOMMENDATION: That the Measure O Citizen Oversight Committee appoint a Chair and Vice Chair for a one year term.
DISCUSSION: Chair Lindholm opened the floor for nomination of Chair. Commissioner Durias nominated Deirdre Frank for Chair. Commissioner Pinedo seconded; and the motion carried unanimously.
VOTE: Commissioners Munoz, Pinedo, Shulman, Castillo, Durias, Lindholm and Frank.

Chair Lindholm opened the floor for nomination of Vice Chair. Vice Chair Frank nominated Len Shulman for Vice Chair. Commissioner Lindholm seconded; and the motion carried unanimously.
VOTE: Commissioners Pinedo, Shulman, Castillo, Durias, Lindholm, Munoz and Frank.

2. SUBJECT: City's Annual Comprehensive Financial Report (ACFR) Update.
RECOMMENDATION: Receive and file the report.
ACTION: Commissioner Pinedo pointed out that the letter issued by Eadie Payne, LLP dated February 1, 2022 reflected the wrong Fiscal Year. The correct Fiscal Year should be 2020-21 and not 2010-21. The Commission received the report and no action was required.
3. SUBJECT: Schedule for Weaning Off Measure O, Part II.
RECOMMENDATION: Recommend to the City Council a Measure O weaning schedule.
DISCUSSION: The Deputy City Manager recapped the weaning off process that has been previously presented to the Committee and the stated the concerns staff has about the four-year weaning schedule. Staff presented a sixth weaning schedule option which transfers entire programs rather than a target dollar amount per year.
ACTION: It was moved by Chair Frank to support the seven year plan, seconded by Commissioner Castillo and the motion carried unanimously.

E. FUTURE AGENDA ITEMS

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Frank adjourned the meeting at 6:01 p.m.

Luly A. López, Recording Secretary

Deirdre Frank, Chair



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT**

ITEM NO. D-1

DATE: October 27, 2022
TO: Measure O Citizen Oversight Committee
FROM: Luly A. López, Recording Secretary
SUBJECT: Measure O Citizen Oversight Committee 2023 Meeting Calendar

RECOMMENDATION

That the Measure O Citizen Oversight Committee:

1. Adopt the proposed meeting dates for the calendar year 2023; and
2. Commence meeting times at 4:00 p.m..

(There is no presentation regarding this item.)

DISCUSSION

Staff is recommending that the Oversight Committee adopt the proposed meeting dates for January, April, July and October 2023. A regular City Council meeting has been scheduled on July 27; therefore, staff recommends the Oversight Committee meet on July 13, 2023.

Traditionally, meetings have been held at 5:30 p.m.; however, due to the large number of staff members required to attend, staff recommends commencing regular meetings at 4:00 p.m.

Residents are invited to participate in the Committee meetings in person or via zoom and achieved following the meetings at www.oxnard.org/city-meetings.

ATTACHMENTS

Attachment No. 1 – 2023 Measure O Citizen Oversight Committee Meeting Calendar

Measure O Citizen Oversight Committee

2023 Calendar

Key:

	Proposed Measure O Citizen Oversight Committee
	City Council
	Committee
	Planning Commission
	Parks and Recreation and Community Services Commission

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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

DATE: October 27, 2022
TO: Measure O Citizen Oversight Committee
FROM: Alexander Hamilton, Fire Chief
SUBJECT: Project Weaned from Measure O to General Fund: Fire Station 8 Operations

RECOMMENDATION

That the Measure O Citizen Oversight Committee receive and file the report.

Please click the following link to view the required Measure M pre-recorded presentation video:
<https://youtu.be/YNITh87AejM>

DISCUSSION

The Fire Station 8 Measure O Project provided \$6,149,487 to lease and operate a fire station located at 3000 South Rose Avenue. Station 8's operating budget of \$4,758,918 combined with the annual lease payment of \$1,390,569. The station currently houses a Battalion Chief, Engine, Truck and Paramedic Squad with ten personnel assigned each day. Measure O funding covered the costs for twenty-one personnel: a Captain, Engineer and Firefighter to operate Engine 68, and a Captain, Engineer and two Firefighters to staff Truck 68. Staffing for the Paramedic Squad and Battalion Chiefs were funded through the General Fund, with the staff and apparatus housed at Fire Station 8.

Fire Station 8 opened in 2015 with an Engine, Truck and Battalion Chief. Squad 68 was placed into service in November of 2018 to address systemic response inequities in south Oxnard. The Squad provides first responder advanced life support services (FRALS) to address systemic equity issues with EMS service delivery. The location, size, and capabilities offered by Fire Station 8 were critically essential in enabling the launch of FRALS services for the first time in the history of the city.

The lease of the station not only provides the only fire station in the south end that is capable of housing a fire truck, it is a community resource. The design of the station includes two classrooms that are utilized for a range of activities, such as for Covid testing, a polling place, and instruction of CERT classes. Additionally, the station is used as a Command Post for large events at College Park such as the Strawberry Festival.

Oxnard Police Officers use the station's multi-purpose room for a rest station and a place to complete reports without having to go back to the Police Station on C Street. The station offers a large lot that is used for firefighter training. The station is also equipped with a Self-Contained Breathing Apparatus (SCBA) bottle filling station and chainsaw repair shop. Currently, the City is looking at the potential of housing critical radio infrastructure for the Oxnard Police Department at Fire Station 8 due to its advantageous geographic location.

Fire Station 8 Measure O project funds assist in the operating costs for the station and personnel. Funds are used for everything it takes to run a fire station, including but not limited to personal protective equipment, hose,

chainsaws, foam, boots, station maintenance, and overhead costs.

To date 36,481 responses have been generated from Fire Station 68.

Apparatus	Number of Responses
Engine 68	15,580
Truck 68	9,788
Battalion 60	6,171
Urban Search & Rescue 68	126
Squad 68	4,816
Total	36,481

The operational expenses for Fire Station 8 will be ongoing and must be included in future General Fund allocations to allow the Fire Department to continue operations without a reduction in service to the community. The annual lease payment of \$1,390,569 will continue to be paid out of Measure O funds in FY 22-23; this debt is slated to be paid off in FY 23-24 as part of the Seven Year Weaning Schedule.

ATTACHMENTS

1. Presentation

Project Weaned from Measure O to General Fund:
Fire Station #8 - Operations
Measure O Oversight Committee 10/27/22

Alexander Hamilton, Fire Chief

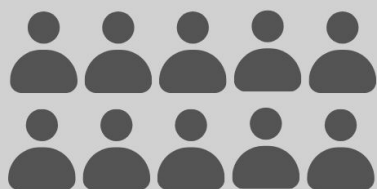
Fire Station #8 - Operations

Fire Station #8
opened in
2015

Currently houses:

- Battalion Chief
- Engine
- Truck
- Paramedic Squad

10 personnel
assigned each day



Measure O
funding covers
the cost of 21
personnel
assigned to
Fire Station #8

Fire Station #8 - Operations

Total Measure O Funding	\$6,149,487
Lease Costs	\$1,350,569
Fire Station Operations	\$4,798,918
Personnel Costs	\$4,099,670
Non-discretionary Overtime	\$820,929
Discretionary Overtime	\$59,290
Other line items	
Small Equipment repair & replacement	\$109,443
Personal Protective Safety Equipment	\$30,000
Contracts	\$85,000
Building Maintenance	\$20,000
Machinery	\$25,000
Miscellaneous items (indirect costs, phones, liability, data)	\$366,180

Fire Station #8 - Operations

Costs not covered by Measure O for Fire Station operations:



Vehicle
Maintenance Costs



Training
Costs



iPads for
Reporting



COVID
Supplies



Communication
Supplies

Partial Costs covered:



Personal Protective
Equipment

Fire Station #8 - Operations

Grant Contributions to Fire Station 8 Operations

Staffing Costs	\$5,730,137		TOTAL: \$7,310,824
Ladder Truck	\$906,252		
BC Vehicle	\$130,000		
Training	\$268,435		
Miscellaneous Equipment	\$276,000		

Questions?



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

DATE: October 27, 2022

TO: Measure O Citizen Oversight Committee

FROM: Helen Miller, Chief Information Officer
Terrell Harrison, Cultural and Community Services Director
Tatiana Arnaout, City Engineer

SUBJECT: One-Time Projects Going into Measure O: Citywide Alleyway Resurfacing, Library Technology Infrastructure Refresh, and Information Technology Equipment Refresh/Upgrades

RECOMMENDATION

That the Measure O Citizen Oversight Committee receive and file this report.

Please click the following link to view the required Measure M pre-recorded presentation video:

<https://youtu.be/KfhFwyQidrQ>

DISCUSSION

The Oversight Committee recommended the Measure O Seven Year Weaning Schedule at the April 28, 2022, meeting, and the Council adopted that Schedule at the June 7, 2022, meeting. Accordingly, the City of Oxnard's FY 2022-23 budget added four new one-time Measure O funded investments for a total allocated cost of \$4,750,000. First, in order to pay down Fire Station 8 debt early, which will result in interest savings, in Year 1 the City is paying \$1,750,000 in addition to its standard annual payment of \$1,350,869. The City intends to repay the balance of the bond debt in FY 23-24. Second, the City added three additional one-time projects to Measure O in FY 22-23:

- Citywide alleyway resurfacing - \$2,250,000
- Library technology infrastructure refresh - \$450,000
(Note that this project is renamed and was previously identified as "Library Wifi")
- Information technology (IT) equipment refresh/upgrades - \$300,000

Below is a summary of these three projects.

Citywide Alleyway Resurfacing

The Citywide alleyway resurfacing project allocates \$2,250,000 of Measure O funding for the resurfacing of badly deteriorated alleys within the City of Oxnard. Most alleys throughout the City have exceeded the end of their useful lives and are in need of reconstruction. The average pavement condition index (PCI) of alleys in the City is 31 (out of 100) as of March 2022. There are several alleys that have been reconstructed through 2022 that were funded through other sources such as HERO and Measure E. The alleys that are expected to be

resurfaced with these Measure O funds are currently in design and are those alleys located within the Fremont North Neighborhood. Recently, the Fremont North Neighborhood cast iron pipe replacement and street resurfacing projects were completed, and the reconstruction of these alleys will wrap up work within that neighborhood. Staff estimates that this alley project will begin construction in Summer of 2023 and be completed in the Fall of 2023.

Library Technology Infrastructure Refresh (project renamed; previously referred to as “Library Wifi”)

The digital divide effectively cripples entire communities and neighborhoods that do not have access to online information and/or personal computers. Today's world simply no longer supports an offline infrastructure. If a person wants to apply for a job, most employers require them to go online to fill out an application. If one is unable to make a doctor's appointment in person, oftentimes the medical offices will offer the patient an online consultation with the physician. Government agencies have their forms online and these are often linked to necessary resources for our residents. Students cannot execute schoolwork without internet access and must have the knowledge of how to use a computer. For those engaging with the world, the world has changed, but even if the cost of computers has gradually decreased, not everyone can afford internet service in their home. According to the California State Library's number one priority is to provide digital equality to all citizens of this state. It is an expectation that libraries will serve the needs of their communities. Internet and personal computer access are no longer luxuries; rather, they are a critical need that many Oxnard residents are struggling to obtain.

The Library Technology Infrastructure Refresh project allocates \$450,000 to establish a reliable and secure foundation to maintain current library services and offer future service enhancements to residents. The City library's current core technology infrastructure and platforms are well beyond the end of their useful life. The age of the computer network's design, architecture, and components make them incompatible with modern software systems and network communication methods used to offer library industry services today. This investment implements new design, architecture and equipment; e.g. switches, security solutions, cabling, design services, implementation fees, and maintenance/support fees. The duration of this project is dependent upon the final design and manufacturers' equipment availability; however, it is estimated to be approximately 9 to 12 months.

Once the new infrastructure is deployed, the Library may proceed with other project initiatives that upgrade and expand library service delivery, improve cyber resilience/security, and add business continuity; such as:

- homework centers
- patron self-loan stations
- automated book sorting and electronically assisted book return
- ergonomically assisted book return system
- staff workstation and software replacement
- reliable and responsive internet

Overall, this project establishes a secure, reliable, and agile core technology infrastructure foundation that is essential to our community members and Oxnard Public Library patrons.

Information Technology (IT) Equipment Refresh/Upgrades

The IT Equipment Refresh/Upgrades program allocates \$300,000 for the replacement of old, outdated equipment and technology solutions. This will improve functionality and increase the City's cyber resiliency and security. Priority will be given to replacing equipment and technology solutions that are no longer supported by vendors, pose the highest level of cybersecurity risk to the City, and align with Council goals and priorities.

Staff cannot at this time state exactly what equipment and technology solutions are on the list for this program as releasing that information would pose a cybersecurity risk. However, the City Council, City Manager's Office, and City's auditors will have continuous oversight into the specific individual projects that are funded, executed, and completed as part of this program of work, and the IT Department is available to report back to this Committee, if requested, once the individual projects within this program are completed.

ATTACHMENTS

1. Presentation

ONE-TIME PROJECTS GOING TO MEASURE O: CITYWIDE ALLEYWAY RESURFACING, LIBRARY TECHNOLOGY INFRASTRUCTURE REFRESH, AND INFORMATION TECHNOLOGY EQUIPMENT REFRESH /UPGRADES

Measure O Citizen Oversight Committee

October 27, 2022

Helen Miller, Chief Information Officer

Terrell Harrison, Cultural and Community Services Director

Tatiana Arnaout, City Engineer



RECOMMENDATION

2

- That the Measure O Citizen Oversight Committee receive and file this report.

Per Measure O Seven Year Weaning Schedule, the City of Oxnard's FY 2022-23 budget added four new one-time Measure O funded investments:

- Prepay \$1,750,000 of Fire Station 8 debt
- Citywide alleyway resurfacing (\$2.25M)
 - Resurfaces badly deteriorated alleys throughout the City
- Library technology infrastructure refresh (\$450k)
 - Provides foundation for future library services to enable delivery of service enhancements for residents
- Information technology equipment refresh/upgrades (\$300k)
 - Replaces outdated equipment to improve functionality and add cyber security resiliency

CITYWIDE ALLEYWAY RESURFACING

- Resurfaces badly deteriorated alleys within City of Oxnard
- Most exceeded their useful lives / need reconstruction
 - Average pavement condition index of City's alleys = 31 out of 100, as of March 2022
- Measure E and HERO funded several alley reconstructions in 2022
- Measure O funded alleys are currently in design phase and will be located in Fremont North neighborhood
 - Recently undergone cast iron pipe replacement, street resurfacing
 - Alley reconstruction will wrap up work for Fremont North
- Estimated construction start = Summer 2023
- Estimated construction completion = Fall 2023

- Renamed project – previously referred to as “Library Wifi”
- Essential to community & library patrons to have access to online info & personal computers
- Digital divide => internet & PC access isn't a luxury; is a critical need for Oxnard residents to engage and function within the digital world we live in today
- Establishes a reliable, secure core technology foundation
 - Maintain current library services
 - Offer future service enhancements to residents
- Current core technology infrastructure well beyond end of life
 - Excessive age is incompatible with today's marketplace solutions
- Project duration depends on final design and manufacturer availability; initial estimate 9-12 mo.

INFORMATION TECHNOLOGY EQUIPMENT REFRESH/UPGRADES

- Replaces old, outdated equipment & technology solutions
- Improves functionality, performance, user experience
- Increases City's cyber resiliency and security
- Priority given to replacing equipment & solutions that are:
 - No longer supported by vendors
 - Pose the highest level of cybersecurity risk
 - Align with Council goals and priorities
- Oversight of this program of work provided by City Council, City Manager's Office, and City auditor
 - Transparency into specific individual projects funded, executed, and completed as part of this program of work
- Information Technology Department available to report back to committee, if requested, once individual projects within program are completed

- That the Measure O Citizen Oversight Committee receive and file this report.



QUESTIONS



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT
ITEM NO. D-4**

DATE: October 27, 2022
TO: Measure O Citizen Oversight Committee
FROM: Betsy George, Chief Financial Officer
SUBJECT: Measure O Fiscal Year 2022-23 Budget

RECOMMENDATION

That the Measure O Citizen Oversight Committee receive and file the report.

Please click the following link to view the required Measure M pre-recorded presentation video:
<https://youtu.be/XLMVL3TVMVI>

DISCUSSION

On June 21, 2022, City Council adopted the City's 2022-23 Fiscal Year (FY) Budget. The City's comprehensive budget includes revenue and expenditures for the half-cent sales tax, Measure O, a twenty-year general purpose sales tax approved by voters in November 2008.

The FY 2022-23 Measure O adopted budget continues to fund 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, improving senior services, homeless programs, and other general services. The programs funded and their adopted budget amounts are detailed in the attached Program Table.

The adopted budget includes Year 1 (FY 22-23) of the Seven Year Weaning Schedule recommended by the Oversight Committee at the April 28, 2022, meeting and adopted by Council at the June 7, 2022, meeting. Year 1 includes transferring Fire Station 8 operations (\$4,758,918) into the General Fund. This represents 21 full time equivalent (FTE) Fire Department employees that are now funded by the City's General Fund. There is another report in this agenda addressing Fire Station 8 operations. The positions remaining as funded by Measure O are detailed in the attached Staffing Table.

Replacing the \$4.8 million that was transferred to the General Fund in FY 2022-23 are several one-time expenditures. One-time initiatives/expenditures for FY 2022-23 include:

Citywide Alleyway Resurfacing: These one-time funds will be used to resurface badly deteriorated alleys throughout the City.

Fire Station 8 Lease Debt: Early paydown of debt for Fire Station 8 that will result in interest savings.

Technology Equipment Upgrade: Replace old, outdated equipment to improve functionality and security.

Library Technology Infrastructure Refresh: A technology infrastructure refresh providing the

foundation for future library services and to enable delivery of service enhancements for residents. Note that this project is renamed and was previously identified as “Library Wifi.”

There is another report in this agenda addressing those new one-time initiatives/expenditures.

This December, staff will begin work to develop a proposed FY 2023-24 Measure O budget. According to the Seven Year Weaning Schedule, in Year 2 (FY 23-24), Enhance Community Police—which cost \$3,581,381 annually at the time the Seven Year Weaning Schedule was drafted and includes the funding of 16 FTEs—should transfer to the General Fund. The Homeless Program—which cost \$1,103,547 annually at the time the Seven Year Weaning Schedule was drafted—should also transfer to the General Fund. At the same time, the Fire Station 8 Lease Debt final large payment should be made in the amount of \$7,225,000, entirely repaying the bond debt. The Seven Year Weaning Schedule also anticipates spending \$2,250,000 in Year 2 on the City Alleyway Resurfacing Project.

At the January 2023 Measure O Oversight Committee meeting, staff expects to report on revised revenue projections and FY 2021-22 actual results. These updated data will be brought forth along with a proposal on proceeding with Year 2 of the Seven Year Weaning Schedule as originally anticipated or as revised. Attached as reference is the 5-year forecast prepared in conjunction with the FY 2022-23 Adopted Budget.

ATTACHMENTS

1. Summary Adopted Budget
2. Program Table
3. Staffing Table
4. Multi-Year Projections
5. Presentation

Attachment 1
Measure O Summary
FY2022-23 Adopted Budget

(Presented In Millions)

				\$ Change FY23 Adopted vs. FY22 Adopted	
	FY21-22 Adopted Budget	FY21-22 Preliminary Actuals	FY22-23 Adopted Budget		FY23 Adopted Budget Highlights
Beginning Available Fund Balance, Jul 1	\$5.77	\$11.37	\$13.97		
Revenues:					
Half Cent Sales Tax	17.33	19.27	18.21	0.88	
General Fund Loan Payment	1.88	1.88	1.88	0.00	
Interest Income	0.09	0.05	0.04	-0.04	
Total Revenues	\$19.29	\$21.2	\$20.13	\$-.84	
Expenditures by Category:					
Other Community Improvements	1.49	0.80	1.84	0.35	
Parks & Open Spaces	3.06	3.15	3.64	0.58	
Public Safety & Gang Prevention	11.36	10.66	8.64	-2.72	Decrease due to transfer Station 8 operating activities to GF per Measure O Weaning, offset by one-time reserve to paydown Station 8 debt
Traffic & Road Improvements	2.20	2.15	4.45	2.25	Increase due to Alleyways appropriation \$2.3M per Measure O Weaning
Total Expenditures	\$18.11	\$16.76	\$18.58	\$-.47	
Net Annual Activity	1.19	4.44	1.55		
Carryover (One-Time Projects) to FY22-23		-1.84			
Projected Ending Fund Balance, June 30	\$6.95	\$13.97	\$15.52		

**Attachment 2
Measure O
Program Table**

Programs	Frequency	FY22-23 Adopted	Debt Maturity Date
CAD/RMS Operational	Ongoing	936,029	N/A
Enhance Community Police	Ongoing	3,824,743	N/A
Fire Advanced Life Support	Ongoing	136,000	N/A
Fire Handheld Radios Line of Credit 2018	Ongoing	54,412	30-Sep-24
Fire Station 8 Lease Debt	Ongoing	1,390,869	1-Dec-31
Fire Truck Line of Credit 2018	Ongoing	229,739	30-Sep-24
Police Dispatch Consoles Line of Credit 2018	Ongoing	320,426	30-Sep-24
Station 8 Bonds (2014)	CIP - One-Time	1,750,000	N/A
Public Safety & Gang Prevention Intervention Total		8,642,218	
2014 Lease Revenue Street Bond	Ongoing	1,666,750	1-Jun-29
Alley Reconstruction and Roadway Repair	Ongoing	501,672	N/A
Citywide Alleyway Resurfacing	CIP - One-Time	2,250,000	N/A
Intelligent Transportation System Annual Maintenance	Ongoing	35,121	N/A
Traffic & Road Improvements Total		4,453,543	
City Corps Town-keeper Program	Ongoing	1,321,263	N/A
College Park Annual Maintenance	Ongoing	838,524	N/A
College Park Program	Ongoing	115,000	N/A
Day at the Park - Special Needs	Ongoing	16,596	N/A
East Village Park Operational Maintenance	Ongoing	91,301	N/A
Homework Center Main Library	Ongoing	64,894	N/A
Integrated Library System	Ongoing	79,315	N/A
Library Technology Infrastructure Refresh	CIP - One-Time	450,000	N/A
Library Wi-Fi Operational	Ongoing	2,000	N/A
Mobile Activity Center Services	Ongoing	44,000	N/A
Oxnard Afterschool ASES Program & Recreation Services	Ongoing	107,673	N/A
Police Activities League (PAL) Operational	Ongoing	209,644	N/A
Preschool To You	Ongoing	174,304	N/A
Recreation Services	Ongoing	85,735	N/A
Senior Nutrition Program Enhancement	Ongoing	40,294	N/A
Recreation, Parks & Open Space Total		3,640,543	
Homeless Program	Ongoing	1,103,547	N/A
IT Equipment Refresh/Upgrades	CIP - One-Time	300,000	N/A
Measure O Financial Audit	Ongoing	5,000	N/A
Ormond Beach Enhancement	Ongoing	14,416	N/A
Safe Home Safe Family	Ongoing	362,386	N/A
Spanish Language Interpretation of Council Meetings	Ongoing	57,402	N/A
Other Community Improvements Total		1,842,751	
		18,579,055	

**Attachment 3
Measure O
Staffing Table**

FULL TIME EQUIVALENT STAFFING BY DEPARTMENT

	20-21 Actual	21-22 Adopted	21-22 Revised	22-23 Adopted
CITY ATTORNEY				
Deputy City Attorney I/II	0.50	0.50	0.50	0.50
Total FTE	0.50	0.50	0.50	0.50
COMMUNITY DEVELOPMENT				
Administrative Technician	1.00	1.00	1.00	1.00
Code Compliance Inspector I/II	1.00	1.00	1.00	1.00
Total FTE	2.00	2.00	2.00	2.00
INFORMATION TECHNOLOGY				
Computer Network Engineer I/II	3.00	3.00	3.00	3.00
Total FTE	3.00	3.00	3.00	3.00
LIBRARY				
Library Aide I/II	0.50	0.50	0.50	0.50
Total FTE	0.50	0.50	0.50	0.50
MAINTENANCE SERVICES				
Groundswoker I/II	3.00	3.00	3.00	3.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00
Senior Groundswoker	1.00	1.00	1.00	1.00
Total FTE	5.00	5.00	5.00	5.00
RECREATION AND YOUTH				
Recreation/Human Services Leader I	1.00	1.00	1.00	1.00
Recreation/Human Services Leader II	1.00	0.50	0.50	0.50
Recreation/Human Services Leader III	-	0.50	0.50	0.50
Total FTE	2.00	2.00	2.00	2.00
PUBLIC SAFETY & GANG PREV.				
Fire Captain*	6.00	6.00	6.00	-
Fire Engineer*	6.00	6.00	6.00	-
Firefighter*	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	-
Police Corporal	-	-	-	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Total FTE	37.00	37.00	37.00	16.00
MEASURE O TOTAL	50.00	50.00	50.00	29.00

**Total of 21 FTEs Transferred to General Fund in FY22-23 Adopted*

Attachment 4 5-Year Forecast

City of Oxnard Adopted Budget

Fiscal Year 2022-23

Budget Forecast Measure O

	FY 2021-22 ESTIMATED YEAR-END	FY 2022-23 PROPOSED BUDGET	FY 2023-24 PROJECTED	FY 2024-25 PROJECTED	FY 2025-26 PROJECTED	FY 2026-27 PROJECTED
HALF CENT SALES TAX						
Sales Tax	18,284,000	18,212,000	18,867,632	19,527,999	20,191,951	20,878,477
Interest Income	40,733	41,548	42,794	44,078	45,400	46,762
Transfer In-General Fund	1,875,689	1,875,689	1,875,688	1,875,688	-	-
Total Revenue	20,200,422	20,129,237	20,786,114	21,447,765	20,237,351	20,925,239
Regular Salaries	4,354,677	2,624,920	846,398	652,448	395,032	134,332
Part-time Wages	237,739	281,539	281,539	281,539	196,928	65,468
Overtime	1,209,459	177,312	13,006	8,340	8,340	8,340
Pension	735,076	546,985	241,567	189,531	94,669	20,240
Health/Insurance	1,081,855	711,868	318,081	250,987	139,518	23,363
Workers Comp/Safety Program	714,607	260,725	135,424	104,392	63,205	21,493
Other Benefits	8,400	-	-	-	-	-
Subtotal Personnel	8,341,813	4,603,349	1,836,015	1,487,237	897,692	273,236
Services & Supplies	3,088,614	2,560,980	1,434,147	1,204,742	1,482,867	1,283,285
Internal Service	1,279,511	1,179,847	504,521	448,116	285,713	248,172
Utilities	148,710	143,042	114,995	114,995	4,709	1,441
Other Expense	4,434	4,537	4,537	4,537	3,838	3,838
Debt Service	1,350,569	1,350,869	1,351,494	1,345,944	-	-
Capital Outlay	2,079,086	3,017,390	2,267,390	3,267,390	14,367,390	15,517,390
Transfers Out-General Fund	1,483,610	1,514,671	1,514,671	1,514,671	1,514,671	1,514,671
Transfers Out-Debt Service	2,267,575	2,271,327	1,979,789	1,982,790	-	-
To Contingencies/Reserve	-	1,933,043	7,225,000	7,210,000	-	-
Total Expenditures	20,043,922	18,579,055	18,232,559	18,580,421	18,556,880	18,842,033
Net Revenue / (Deficit)	156,500	1,550,182	2,553,555	2,867,344	1,680,471	2,083,206
Beginning Fund Balance	11,368,457	9,683,489	11,083,671	13,637,226	16,504,570	18,185,041
Carryover (One-Time Projects) to FY22-23	(1,841,468)	-	-	-	-	-
Ending Fund Balance	9,683,489	11,233,671	13,637,226	16,504,570	18,185,041	20,268,247

Underlying Assumptions for Measure O Half Cent Sales Tax Forecast:

- Sales Tax revenue projections set to 1/3 of the Measure E sales tax revenue projection for the General Fund
- Transfer In from General Fund drops off in FY 2025-26 after loan to General Fund fully discharged in FY 2024-25
- Debt Service and Transfers Out - Debt Service decrease to zero in FY 2025-26 per Measure O Weaning Schedule planned payoff of Fire Station 8 Bonds and 2014 Lease Revenue Street Bonds
- Operating expenditures decreasing each year as on-going costs are transferred to General Fund, in place of one-time Capital Improvement Projects transferred from the General Fund . Per Measure O Weaning Schedule

Fiscal Year 2022-23 Budget

Measure O Citizen Oversight Committee
October 27, 2022

Presented by:
Betsy George, City of Oxnard
Chief Financial Officer



Recommendation

2

That the Measure O Citizen Oversight Committee
receive and file the report.

(Presented In Millions)

	FY21-22 Adopted Budget	FY21-22 Year-End Estimates	FY22-23 Adopted Budget	\$ Change FY23 Adopted vs. FY22 Adopted	
FY23 Adopted Budget Highlights					
Beginning Available Fund Balance,	\$5.77	\$11.37	\$13.97		
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Carryover (One-Time Projects) to FY22-23		-1.84			
Projected Ending Fund Balance, June	\$6.95	\$13.97	\$15.52		

Highlight of Changes Fiscal Year 2021-22 to Fiscal Year 2022-23

Year 1 of Seven Year Weaning Schedule

Description	Category	Amount
Fire Station 8 Operations	Public Safety	(\$4,758,918)
Fire Station 8 Lease Debt	Public Safety	\$1,750,000
Citywide Alleyway Resurfacing	Traffic & Road Improvements	\$2,250,000
Library Technology Infrastructure Refresh	Parks & Open Spaces	\$450,000
Technology Equipment Upgrade	Other Community Improvements	\$300,000

Year 2 of Seven Year Weaning Schedule		
Description	Category	Amount
Fire Station 8 Operations	Public Safety	(\$4,758,918)
Fire Station 8 Lease Debt	Public Safety	\$7,225,000
Enhanced Community Policing	Public Safety	(\$3,581,381)
Citywide Alleyway Resurfacing	Traffic & Road Improvements	\$2,250,000
Homeless Program	Other Community Improvements	(\$1,103,547)

Next Steps

- Finalize 2021-22 Actuals, Audit, and Ending Fund Balance
- Begin Developing FY 2023-24 Proposed Budget



Questions / Discussion