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AGENDA

MEASURE O CITIZEN OVERSIGHT COMMITTEE

Council Chambers, 305 West Third Street

Thursday, January 26, 2023

Regular Meeting - 4:00 P.M.

Zoom details to call-in for public comment during a meeting:

<https://us06web.zoom.us/j/81741187712?pwd=ZGVkMzdrVUhuZlZmNEEvWnZvaU5xZz09>

- 1. Dial Phone Number: 877 853 5257**
- 2. Enter Meeting ID: 817 4118 7712**
- 3. Passcode: 319980**

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 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/.

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 3:00 p.m. on the day of the meeting by emailing www.oxnard.org/city-meetings.
 - b. Submit an email to luly.lopez@oxnard.org no later than 3:00 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 (877) 853-5257 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 October 27, 2022.

RECOMMENDATION: That the Committee approve the minutes.

Contact Person: Luly A. López, Executive Assistant

Phone: 805-385-8017

D. PRESENTATIONS/REPORTS

1. SUBJECT: Selection of Chair and Vice Chair.

RECOMMENDATION: That the Measure O Citizen Oversight Committee appoint a Chair and Vice Chair each for a one year term.

(There is no presentation regarding this item.)

Contact Person: Shiri Klima, Deputy City Manager

Phone: 805-385-7430

2. SUBJECT: Update on Status and Accomplishments of Current Measure O Projects.

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/G2GbFYDye5Y>

Contact Person: Annie Jensen, Project Manager

Phone: 805-385-7477

3. SUBJECT: Request for Additional Ongoing Funding for Park Maintenance Projects and Approval of 2 New One-Time Projects.

RECOMMENDATION: That the Measure O Citizen Oversight Committee recommend the City Council: 1) Increase MO5701 (College Park Maintenance) from \$838,524 annual budget by \$27,000 to \$865,524 annual budget and MO5702 (East Village Park Operating Maintenance) from \$91,301 annual budget by \$3,000 to \$94,301 annual budget; 2) Approve the following new Measure O project with the associated one-time funding: Tier 2 Seismic Evaluation for the Performing Arts Center - \$200,000; and 3) Approve the following new Measure O project with the associated one-time funding: Facilities Assessment - \$340,000.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/8TnDHgDqO4w>

Contact Person: Annie Jensen, Project Manager

Phone: 805-385-7477

E. FUTURE AGENDA ITEMS

- F. Adjournment to Thursday, April 27, 2023 at 4:00 p.m.

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MINUTES

Measure O Citizen Oversight Committee
Regular Meeting
October 27, 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 Len Shulman; Ruby Durias; Nathan Castillo; Nancy Lindholm; Steven Nash; and Joseph Munoz were present. Commissioners Deirdre Frank; Daniel Pinedo and Noemi Valdes were absent. Vice Chair Shulman presided and called the meeting to order. Staff members present were: Shiri Klima, Deputy City Manager; Helen Miller, Chief Information Officer; Betsy George, Chief Financial Officer; Terrel Harrison, Cultural and Community Services Director; Tatiana Arnaout, City Engineer; Annie Jensen, Project Manager; 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 April 28, 2022.
RECOMMENDATION: That the Committee approve the minutes.
ACTION: It was moved by Commissioner Lindholm, seconded by Commissioner Durias, and the motion carried unanimously. Abstained: Commissioner Steven Nash.

D. PRESENTATION/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.
ACTION: It was moved by Commissioner Nash, seconded by Commissioner Lindholm, and the motion carried unanimously.
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.
ACTION: The Commission received the report and no action was required.

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.

Pat Brown stated her support for the street and alleyway repairs that are underway.

Commissioner Nash asked for clarification on: 1) the four one-time only projects; 2) library technology infrastructure refresh and information technology equipment refresh/upgrades; 3) Fremont Square project; and 4) technology upgrades city-wide.

DISCUSSION: Staff provide the following response: 1) The Deputy City Manager explained the need to add four new one-time only projects; 2) Chief Information Officer explained that modern technology was being improved; 3) The Cultural and Community Services Director stated that foundational technology was being improved at all three senior centers; and 4) The City Engineer stated that prior to the resurfacing project starting in the Fremont Square neighborhood, staff will attend the neighborhood council meetings, and use portable message signs and door hangers in advance of the work being started.

ACTION: The Commission received the report and no action was required.

4. SUBJECT: Measure O FY 2022-23 Budget.

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

Commissioner Nash asked, "What is the balance owed after the \$1.9 million repayment?"

DISCUSSION: Chief Financial Officer George stated that the loan to the General Fund from Measure O was a 10 year loan that started in 2016 with annual repayments of \$1.9 million. The payment in the FY2022-23 budget will bring the balance down to \$3.6 million with two payments remaining (FY 23-24 and FY 24-25).

ACTION: The Commission received the report and no action was required.

E. FUTURE AGENDA ITEMS

Commissioner Castillo asked for a detail report on how the new Information Technology is used.

Commissioner Durias asked for an update on Ormond Beach Enhancement and Safe Home Safe Families.

The Deputy City Manager stated that for the January 26, 2023, meeting staff will provide an update on the audit and the selection of chair and vice chair.

F. ADJOURNMENT

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

Luly A. López, Recording Secretary

Len Shulman, Vice Chair

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**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT**

ITEM NO. D-1

DATE: January 26, 2023
TO: Measure O Citizen Oversight Committee
FROM: Shiri Klima, Deputy City Manager
SUBJECT: Selection of Chair and Vice Chair

RECOMMENDATION

That the Measure O Citizen Oversight Committee appoint a Chair and Vice Chair each for a one year term.

(There is no presentation regarding this item.)

DISCUSSION

The City of Oxnard Measure O Half-Cent Sales Tax Citizen Oversight Committee (COC) Guidelines state: "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 Chair's duties in his or her absence. Staff recommends the Committee select a Chair and Vice Chair to serve for the coming year.

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

TO: Measure O Citizen Oversight Committee

FROM: Annie Jensen, Project Manager

DATE: January 26, 2023

SUBJECT: Update on Status and Accomplishments of Current Measure O Projects and Addition of One-Time Projects into Measure O

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/G2GbfyDye5Y>

BACKGROUND

On January 27, 2022, at the Measure O Citizen Oversight Committee meeting, staff presented an update on the status of each active Measure O project. This is the same status report one year later.

As of January 10, 2023, Measure O funds a total of 41 active projects: 24 ongoing operational projects, 6 ongoing debt service items, and 11 one-time funded projects. Ongoing funded projects receive a specific amount of funds each fiscal year; if staff does not use all of the funding from that fiscal year, we cannot roll over unused funds to the following fiscal year. One-time funded projects receive the approved funding only once, and staff expend the funds throughout the course of the project, even if these funds roll over to the next fiscal year. Once the funds are depleted that project receives no more funding.

DISCUSSION

Many of the Measure O funded programs resumed in-person activity in 2022 as it became safe to do so. However, the pandemic still influenced project progress in 2022 by causing supply chain delays, materials shortages, and inflation. Despite these challenges, Measure O projects moved forward and progressed well. In the table below are the status updates on all active Measure O funded projects.

[Continued on next page]

	Project Name	Expenses as of 1/10/2023 ¹	Status Update on Project	Project Accomplishments
Ongoing Projects				
1.	MO5401 - Homework Center Main Library	\$24,060 expended of the \$64,894.00 annual budget.	The Homework Center provided both digital and in-person homework help. Digital help was made available to K-12 students during regular library hours by appointment via video conferencing. In-person help was mostly done by appointment, but as of November 2022 walk-in hours were reestablished.	● Over 191 students have been served. ● Over 134 hours have been dedicated by staff to digital homework help through 2022.
2.	MO5402 - Library Wi-Fi Operational	Of the \$2,000 annual budget, no fund has been expended in FY23 because this service was prepaid in another year.	Wifi provides a connection point for both staff and patrons as the internal physical network is old, close to end of life, and unreliable at times.	● Over 86 digital programs and electronic resources available to patrons ● Wifi available to community at three library locations ● 1.8 Terabytes of data used August 1 through December 31, 2022 (1TB is equivalent to 1 million books, 250 2-hour movies, or 213 DVDs.)
3.	MO5403 - Library Integrated System	\$21,413 expended of the \$79,315 annual budget.	Staff have continued to use the system through 2022 with no major issues. It has proven stable, reliable and efficient and has been used for both in-person and phone patron transactions. Without an efficient system, staff would not be able to check out material to patrons, maintain item records, add material ordering records and provide integration with the public library catalog.	● Over 95,273 physical items were checked out in 2022 via in-person checkout, a 176% increase from the previous year. ● 228 orders of library materials were sent to the library's material vendor via the system. ● Over 6,957 new items were cataloged and added to the collection in 2022, a 184% increase from the previous year.

¹ For ongoing projects and debt-related projects, this column lists expenses from July 1, 2022, through January 10, 2023. For one-time projects, the numbers are from the beginning of the projects through January 10, 2023.

4.	MO5513 - Recreation Services	No funds have been expended to date in FY23, but anticipated to be fully expended by the end of FY23. The annual budget is \$85,735.	Funding supports after-school program fixed costs for 10 local schools.	Program serves over 1,000 children grades 1-8.
5.	MO5514 - Oxnard Afterschool	No funds have been expended to date in FY23, but anticipated to be fully expended by the end of FY23. The annual budget is \$107,673.	Funding supports after-school program fixed cost for 20 local schools.	Program serves over 1,589 children grades 1-8.
6.	MO5504 - PAL Operational	\$61,547 expended out of the \$209,644.	In 2022, PAL held: ● PAL Community Cinema (summer): 8 showings at 8 parks for a total of 3,000 viewers ● Backpack Distribution: 400 participants ● Meet-Up Clean-up: 8 parks with a total of 616 participants ● PAL Dance Program: 103 youth participants ● Turkey Giveaway 2022: distributed 500 turkeys to Oxnard families ● PAL Santa's Workshop: served 1,589 children ● The annual Kids Fest served 2,048 participants Additionally, 8 Oxnard PAL youth participated in the California PAL Youth Leadership Conference (Anaheim, CA) and 4 in the National PAL Youth Summit (Potomac, MD).	In 2022, Oxnard PAL program served a total of 8,179 participants. The PAL site is no longer being used as a shelter, and all programs are anticipated to return to the facility in February 2023.

7.	MO5506 - College Park Programs	\$29,783 expended of the \$115,000 annual budget.	● Food Distribution every Wednesday serving 1,500 families weekly. ● Soccer field rentals	College Park fields for soccer reservations served over 150 soccer teams aged 6 to 18 years and 4 adult leagues serving over 100 adult teams.
8.	MO5507- City Corps Townkeeper	\$330,316 expended out of \$1,321,263	Projects are scheduled based on community needs and essential services, including but not limited to: ● Bus stop benches ● Downtown and concrete trash cans ● Alley clean up and maintenance	City Corps Townkeeping crews continued to provide the citywide cleanup activities in 2022. For example, over 17,000 pounds of waste was removed from City alleyways in September and October 2022. In addition, City Corps also helped with different community events such as festivals and neighborhood cleanups.
9.	MO5508- Preschool to You	\$35,323 expended out of the \$174,304	Preschool to You classes were offered from January to December 2022 in the mornings at five parks throughout the City. Two additional classes were added to support families with younger children: Tot Imagination (March - June 2022) ran three days per week. Tiny Tots (September - October 2022) ran three days per week.	Preschool to You has served 850 youth; Tot Imagination has served 99 youth; Tiny Tots has served 264 youth for a grant total of 1,124 total youth served, a significant increase from the prior year due to the program resuming post-pandemic.
10.	MO5501- Mobile Activity Center Services	\$19,683 expended of the \$44,000 annual budget.	● Spring Session services operated 5 afternoons per week for 2 weeks at one location (Southwinds). ● 5 mornings per week were added to Summer Session for a total of 8 weeks at 15 different park locations.	In 2022, the mobile activity center served 306 residents during Spring Session and 2,455 residents during Summer Session. A significant increase due to the program resuming post-pandemic. Much of this budget is expected to be expended this summer.
11.	MO5502- Senior Nutrition Program	\$11,619 expended out of the \$40,294 annual budget.	The City took over home-delivered meals in July 2021. In February 2022, Senior Centers reopened and offered congregate meals to seniors.	● In 2022, 20,289 congregate meals were served. ● In 2022, 24,170 home-delivered meals were served. ● The City currently serves 216 homebound seniors and 206

			In January 2023, the City opened Colonia Senior Center as a third senior nutrition on-site location. During Covid, this program received an influx of external funding.	congregate participants.
12.	MO5505- Day at the Park - Special Needs	\$6,762 expended of the \$16,596 annual budget.	In 2022, the City offered: • Special Pops Fun Club (July - October) • Art classes (3 6-week sessions from July-December) • Collaboration with Oxnard Main Library for Art Shows (July & September) • Special Pops Challenger sports: golf, football, Superbowl, dance, Special Pops Day at the Park, Special Pops Events	• In 2022, Day at the Park served 865 participants (plus 286 participants in the other activities listed below, for a total served of 1,151 participants) • Oxnard Special Population was held in-person for all programming for the first time since 2020. Virtual art classes were offered for participants with medical restrictions. Programming included: Day at the Park, Art Classes, Gardening, Golf, Football, Dance, and Fun Club. • Special events offered were: Truck or Treat, Cars & Coffee, and Santa's Workshop. • Collaborated with Oxnard Main Library for Oxnard Special Populations Art Shows and participated in the Oxnard Christmas Parade with Alias Dance.
13.	MO1401 - Spanish Languages Interpretation	\$23,825 expended of the \$57,402 annual budget.	The vendor translates all Council and Committee meetings to Spanish.	In the past, the vendor translated live in the Council Chambers as meetings progressed. Now, the vendor is translating the virtual public meetings.
14.	MO4301- Safe Homes Safe Family	\$138,739 expended of the \$362,386 annual budget.	Due to COVID-19, the Safe Homes Safe Families Repeat Offender Program was put on hold. The program resumed in July of 2022. Reported cases from both Fiscal Year 20/21 and 21/22 were combined. The required annual inspections can now resume. All required meetings can now be scheduled and resume.	• From July 1, 2022 - January 1, 2023: ○ There are 744 cases qualified to be reviewed for the program. ○ Approximately 575 cases were reviewed with approximately 169 still pending review. ○ Out of those 575 cases, 124 cases had qualifying factors. • 15 properties which include 13 different property owners are eligible to be enrolled in the program. • This includes an approximate total of 182 residential units. • There were 11 potential new property owners with a total of 251 residential

				units that may qualify if they have one more qualifying case.
15.	14IN02-Ormond Beach Enhancement	\$2,194 expended of the \$14,416 annual budget.	Annual funding pays for monitoring, reporting, and clearance required per coastal development permits issued by the Coastal Commission. Funding also pays for small amounts of annual clearing and cutting by Oxnard City Corps of invasive plants, shrubs, and trees. Funding is also used to pay the monthly costs for the rental and service of portable restrooms at Ormond and electricity and maintenance charges for the caretaker trailer.	In 2022, the final vegetation survey and report were completed, which focused on ongoing monitoring and establishment of the natives that were planted and on the regrowth of the non-natives that were cut. City Corps performed one day of invasive plant removal in 2022 and purchased a stump grinder to continue removing any resprouting stumps of invasive shrubs and trees at the site.
16.	MO1603-Measure O Audit	Of the \$5,000 annual budget, no funds have been expended. (Invoice recently received.)	This year (and going forward) Measure O activity was audited in conjunction with the City's Annual Comprehensive Financial Report.	The Measure O audit is still in process and expected to be complete in the coming months.
17.	MO2209- Fire Advanced Life Support	\$19,423 expended of the \$136,000 annual budget.	Funds allow the Fire Department to provide advanced life support services to the community. This is an increase in service level from the basic life support services previously provided.	The funds utilized were primarily for Personal Protective Equipment (PPE) for Emergency Medical Response. The balance of these funds will be expended for the cost of the paramedic incentive. Those costs are moved once a year, so it will not be reflected until closer to year end. Ordinarily, the department has one paramedic on duty each day. During the worst of COVID, all of our paramedics were upstaffed, resulting in a 777% increase in Oxnard Firefighters doing Advanced Life Support (ALS) procedures.
18.	MO5101-Homeless Program	\$1,484,261 expended of the \$1,744,749 FY22-23 budget (\$1,103,547 in FY22-23 Budget	Continued operation of the homeless 110 bed shelter on K Street in a Covid responsive operation.	80 persons served daily (normally 110, but currently under COVID response for social distancing as County and State guidelines have not relaxed for homeless shelters).

		plus \$641,202 FY21-22 carryover per 6/30/22 Staff Report Item I.6)		
19.	MO2102- 911 System (CAD/RMS)	\$181,494 expended of the \$936,029 annual budget.	The New World Public Safety 911 system is fully implemented and is being upgraded on a regular basis.	This application supports the City Council's stated priority of maintaining 9-1-1 emergency response times through data integration between the Public Safety 911 Computer-Aided Dispatching (CAD) system and Record Management System (RMS). This system allows staff to identify and separate calls by type of service or emergency. This enables public safety personnel to service the most dire of requests in the least amount of time. To provide context, the Police Department responded to 97,706 incidents in 2022. 293 of these were emergencies of the highest priority.
20.	MO2101- Enhance Community Police	\$1,742,765 expended of the \$3,824,743 annual budget.	The project timeline is ongoing and does not have a current end date. Measure O funding covers ongoing personnel expenses.	This funding continues to enable the Police Department to field officers in our Neighborhood Policing Team (NPT). NPT Officers work to implement longer term solutions beyond what can be solved with a 911 call. They are the centerpiece of the Police Department's annual goal of community engagement and have a positive impact on response times and community relations. ● NPT officers assist a variety of public safety resources in addressing problems related to crime, traffic, and quality of life. They also apply problem-solving strategies to locations that are the subject of multiple/frequent police responses. The long-term impact is a reduction in the number of calls for service, which supports maintaining/reducing 9-1-1 response times. ● Homeless Liaison Officers responded to over 4,000 calls for service involving the homeless population. ● Increased the number of beat coordinators from 9 to 11, which restores an earlier NPT model (which

				had a beat coordinator in every beat). ● NPT Officers coordinated the fireworks suppression campaign from May-July to over 300 tips via the hotline and email and nearly 200 warning letters were sent out to prior offenders. ● NPT Officers handle quality of life issues such as Loud Party/Notice Complaint follow-up. Over 350 warning letters were sent to residences where officers responded for loud parties or disturbances and nearly 100 civil citations were issued for social host ordinance violations. ● NPT Officers assist the Illegal Dumping Task Force to provide law enforcement input regarding this citywide issue. ● NPT Officers regularly attend neighborhood council meetings, interacting with residents while providing public safety information, including reported crime trends and prevention tips. ● NPT Officers provide “crime prevention through environmental design” assessments to residents and business owners free of charge, and upon request. ● NPT Officers support a variety of community engagement events, including community efforts to raise acceptance for autism, mental health awareness, breast cancer awareness, Alzheimers awareness, suicide prevention, and domestic violence awareness.
21.	MO5702-East Village Park Operating Maintenance	\$37,332 expended of the \$91,301 annual budget.	Ongoing general maintenance and utilities of East Village Park.	Ongoing general maintenance and utilities of College Park. Funding pays for five permanently assigned FTEs (collectively this park and College Park) and all operational costs.

22.	MO3101- ITS Annual Maintenance	Of the \$35,121 annual budget, no funds have been expended.	The City is upgrading the Centralized Traffic Signal System via another CIP. Meanwhile, this project improves signal timing and performs equipment replacement at needed locations to help maintain the 165 signal locations in the City.	In 2022, utilizing different funding (including a grant), Signal Maintenance responded to and completed 99 signal requests received through the Oxnard 311 system.
23.	MO3102- Alley & Roadway Repair	\$166,877 expended and \$200,357 encumbered out of the \$501,672 annual budget.	Ongoing maintenance of alleys and street repairs and maintenance.	● Beginning of 2022: responded to 286 locations that needed road repairs. ● Between January 1, 2022, and December 15, 2022: used 1,709 tons of hot asphalt that covered approximately 227,149 sq. ft.
24.	MO5701- College Park Maintenance	\$320,908 expended of the \$838,524 annual budget.	Ongoing general maintenance and utilities of College Park.	Ongoing general maintenance and utilities of College Park. Funding pays for five permanently assigned FTEs (collectively this park and East Village Park) and all operational costs.
Ongoing and One-Time Debt Service				
25.	MO2108- Dispatch Consoles	\$153,719 expended of the \$320,426 annual budget.	Project completed in March 2021. This is the ongoing debt service for these console systems. The debt maturity date is 3/30/2025.	Project completion included the installation of seven new dispatch console systems and the required staff training.
26.	MO2203- Fire Station 8 Lease Debt	Of the \$1,390,869 annual budget, \$1,110,443 was expended in	This is an ongoing lease payment for Fire Station 8. The debt maturity date is 12/1/2031.	Fire Station 8 normally houses 10 personnel every day. Additionally this station houses an Urban Search & Rescue (USAR) vehicle and equipment. It is an invaluable resource to south end residents.
27.	MO2207- Fire Trucks	\$110,214 expended of the \$229,739 annual budget.	This is an ongoing lease payment for two fire engines. The debt maturity date is 3/30/2025.	The two engines were placed into service in December 2019. They are currently protecting residents in Council District 4 (from Fire Station 1) and in Council District 1 (from Fire Station 6). In 2022, E61 responded to 3,295 requests for service. E66 responded to 2,698 requests for service.

28.	MO2208- Handheld Radios	\$26,103 expended of the \$54,412 annual budget.	Radios were purchased on the 2018 Bank of America Lease Purchase line of credit and were deployed in FY18. This is the ongoing debt service for these radios. The debt maturity date is 3/30/2025.	Over 100 new portable radios were purchased and deployed to Firefighters. These radios are in service and continue to be used on a daily basis in the City. These radios provide clearer communication channels allowing our first responders to more efficiently address calls for service and leading to decreased loss of life and property.
29.	MO3103- 2014 Lease Service Street Bond	Of the \$1,666,750 annual budget, no funds have been expended to date in FY23.	This is a debt payment on previous jobs. The debt maturity date is 6/1/2029.	Construction was completed in November 2022 for Phase 2 of La Colonia Neighborhood for street resurfacing, and staff is working with the contractor to schedule the improvements for the final phase (Phase 3) of La Colonia Neighborhood.
30.	MO2215 - Station 8 Bonds 2014 - Reserve	\$1,750,000 appropriated in FY23 in addition to standard annual payment of \$1,390,869.	A one-time payment of \$1,750,000 in addition to standard annual payment of \$1,350,869, which will allow the City to pay down the bond debt early and result in interest savings.	The balance of the Station 8 bond debt will be repaid in FY 23/24.
One-Time Projects				
31.	MO5511- New Senior Center	\$70,762 expended out of a \$93,250 one-time budget.	Feasibility study completed in March 2022.	Due to internal staffing capacity and competing priorities this project has not moved to the design phase. Additional funding is also needed for the RFP for design and construction documents.
32.	MO4302- Tenant Relocation Assistance	No funds have been expended out of a \$20,000 one-time budget.	No funds have been expended to date; the Safe Homes Safe Family program kicked off in July 2019 and no requests for assistance have been submitted as of December 2022.	Funds are available for use as needed.
33.	MO8101- Economic Development Strategy	No funds have been expended out of a \$25,000 one-time budget.	This project is on-hold pending the Community AssessmentStaff is in the process of writing a request for proposals (RFP) to hire a consultant that can study the	Staff has continued to provide resources and support to local businesses as they recover from COVID and continue to struggle with a shortage of workers and the cost of inflation. In addition to creating a “job seeker” email list of over

			post-COVID commercial landscape, perform a leakage and gap analysis, and create a three to five year strategic plan that will guide staff in setting economic development priorities.	2,700, staff collaborated with Oxnard College and the West Ventura County Business Alliance to hold job fairs with local employers and worked with Amazon in recruiting and hiring Oxnard residents. Staff has begun to draft an RFP, which will be issued in the first quarter of 2023, to hire a consultant.
34.	MO5102-Homeless Shelter Acquisition	\$3,294 expended and \$1,463,948 encumbered out of a \$1,550,000 one-time budget.	Second and B Streets shelter/ mixed use development began construction in June 2022.	Construction of the building shell is being funded by other funding sources. The City will use Measure O funds for the tenant improvements for the homeless shelter anticipated to be completed in spring 2024.
35.	MO2111-Roof Replacement - Sturgis Annex	\$21,357 expended out of a \$1,025,000 one-time budget.	Plans and specifications completed by a design professional. Designs approved and awaiting approval for permitting.	Lowest bidder has been selected, and item will proceed to City Council for award of contract soon. Construction will begin shortly thereafter. Construction is anticipated to be completed by Summer 2023.
36.	MO5516-Roof Replacement - Wilson Center	\$20,570 expended out of a \$400,000 one-time budget.	Plans and specifications completed by a design professional. Designs approved and awaiting approval for permitting.	Bid is opening on 1/25/23 and will proceed to City Council on 3/7/23. Construction will commence shortly thereafter and be completed by the end of Summer 2023.
37.	MO5602-Roof Replacement - PACC Rental	\$238 expended out of a \$295,000 one-time budget.	Plans and specifications completed by a design professional. (MO5602 also has \$250,000 TAB HERO funding.) Designs approved and awaiting approval for permitting.	Bid is opening on 1/25/23 and will proceed to City Council on 3/7/23. Construction will commence shortly thereafter and be completed by the end of Summer 2023.
38.	MO5509-Colonia Gym Facilities Repairs	\$12,332 expended of a \$18,000 one-time budget	Resurfacing of gym floor is complete. Remaining funds will be used for a bottle refill station, new gym wall pads in areas directly behind each basketball hoop, and other similar items that make the Colonia Gym more functional and safe.	Project to be completed by June 2023.

39.	MO5404 - Library Tech Infrastructure Upgrade	No funds have been expended of \$450,000 one-time budget.	This is an additional allocation of funds to project MO5402 - Library Wi-Fi Operational, but has its own project name and number. Project funds will implement new design, architecture and equipment to establish a reliable and secure system for the library's technological infrastructure and platforms.	These funds were allocated on October 27, 2022. This project is tied to a funded ARPA project that is in the planning phase.
40.	215709 - 12 Alleyways	\$2,250,000 one-time budget	Resurfacing of badly deteriorated alleys in the Fremont North neighborhood.	This project was completed in November 2022; however, final accounting tasks remain.
41.	MO7302 - IT Equip Refresh/Upgrades	\$300,000 one-time budget	Not started. Project replaces old, outdated equipment to improve the functionality and increase the City's cyber resilience and security.	Project not yet started.

The above table was compiled using expenses as of January 10, 2023.

Completed Projects

Since January 2022, the following four projects have been completed and removed from the above list. All four of the following projects completely spent down their Measure O funding and were closed.

1. **MO2213 – Fire Station Alert System (one time).** Fire Stations 4 and 6 now have an up-to-date, reliable alerting system for emergency response incidents. The upgraded alert system announces more information to the personnel in the station. It also has a large clock/timer so personnel can ensure they meet the City's performance goal of leaving the station within 60 seconds of an emergency response notification.
2. **MO5515 – Roof Replacement of the Colonia Gym (one time).** The roof was replaced for both the gym and the youth center to prevent damage to the structure and equipment.
3. **MO5712 – Tree Mortality Event Response (one time).** The project removed 476 hazardous dead and/or dying trees in the City.
4. **MO5710 – Tree Trimming Services Program (one time).** Staff utilized the funding to eliminate the backlog of 2,700 trees that needed to be trimmed.

Weaned Project

As of July 1, 2022, the following project has been weaned entirely from Measure O to the General Fund. That means it has been removed from the above list, the Measure O project has been closed, and no further Measure O funds are being expended for this purpose.

1. **MO2201 – Fire Station 8 Operations (ongoing).** The City operates the College Park Headquarters Fire Station Number 8 located on 3.1 acres on the southeast corner of South Rose Avenue and East Channel Islands Boulevard. The four-apparatus bay station contains 13,036 square feet with living quarters. The station has an engine company, a truck company and a battalion chief for a staff of eight firefighters per work shift with a total of 24 firefighter positions. This is a stand-alone station that has its own fueling and emergency power systems and is designed to be an essential public safety building. Measure O paid both for operations and the lease debt payment for this fire station; operations have since been transferred to the General Fund, and the balance of the Station 8 bond debt will be repaid in FY 23/24.

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

TO: Measure O Citizen Oversight Committee

FROM: Annie Jensen, Project Manager

DATE: January 26, 2023

SUBJECT: Request for Additional Ongoing Funding for Park Maintenance Projects and Approval of 2 New One-Time Projects

RECOMMENDATION

That the Measure O Citizen Oversight Committee recommend the City Council:

1. Increase MO5701 (College Park Maintenance) from \$838,524 annual budget by \$27,000 to \$865,524 annual budget and MO5702 (East Village Park Operating Maintenance) from \$91,301 annual budget by \$3,000 to \$94,301 annual budget;
2. Approve the following new Measure O project with the associated one-time funding: Tier 2 Seismic Evaluation for the Performing Arts Center - \$200,000
3. Approve the following new Measure O project with the associated one-time funding: Facilities Assessment - \$340,000

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

<https://youtu.be/8TnDHgDqO4w>

BACKGROUND

As of January 10, 2023, Measure O funds a total of 41 active projects: 24 ongoing operational projects, 6 ongoing debt service items, and 11 one-time funded projects. Ongoing funded projects receive a specific amount of funds each fiscal year; if staff does not use all of the funding from that fiscal year, we cannot roll over unused funds to the following fiscal year. One-time funded projects receive the approved funding only once, and staff expend the funds throughout the course of the project, even if these funds roll over to the next fiscal year. Once the funds are depleted that project receives no more funding.

DISCUSSION

Currently active projects MO5701 (College Park Maintenance) and MO5702 (East Village Park Operating Maintenance) have been sorely underfunded for many years. MO5701 (College Park Maintenance) has an annual budget of \$838,524, and MO5702 (East Village Park Operating Maintenance) has an annual budget of \$91,301. Post-pandemic inflation has significantly increased materials costs, exacerbating the funding deficiency. An ongoing increase of \$30,000 total to the annual maintenance budget of these two parks (\$27,000 to College Park and \$3,000 to East Village Park) would help remedy this and adequately maintain both parks for the high level of use they get. Below is a selection of commonly used supplies for the parks, including their prices in 2019 compared to 2023. All supplies are showing a substantial increase in cost due to inflation and supply chain difficulties.

Product name	Size	Date	Cost	Date	Cost	Cost Increase	% increase
QC Pointer Insecticide	4 oz	6/24/19	\$245.44	1/3/23	\$336.14	\$90.70	36.95%
Roundup Custom Herbicide	2.5 gal	5/18/21	\$63.85	1/3/23	\$161.16	\$97.31	152.40%
Shepard Fungicide QC	4 oz	5/20/20	\$210.05	1/3/23	\$230.64	\$20.59	9.80%
Soil amendment	Cubic yard	4/8/22	\$28.01	11/29/22	\$35.95	\$7.94	28.35%

Additionally, two new projects have been identified as priority needs for the City. Staff is recommending that these two one-time projects be added to Measure O. The proposed projects are:

1. **Tier 2 Seismic Evaluation for the Performing Arts Center (one time).** The Performing Arts Center was designed in 1966 and has a total exhibit space of over 18,000 square feet. No significant seismic or strengthening improvements have been performed since its construction in 1968. Given the age of the structure and changes to building codes over the last 55 years, the City needs to perform a seismic evaluation of the existing structure to establish a probable level of damage that would occur during a seismic event and possible deficiencies in the existing structure. A Tier 1 field investigation and screening has already been performed; a further Tier-2 evaluation is a deficiency-based evaluation that includes an analysis of all of the potential deficiencies identified in the Tier 1 screening. The total estimated project cost is \$200,000 and would be expended in Fiscal Years 2023/24 and 2024/25.
2. **Facilities Assessment (one time).** The Public Works Department is responsible for 116 buildings that are managed by the Facilities Division. Most of these buildings have been impacted by long-term deferred capital improvements for systems such as HVAC, roofing, structural, electrical and plumbing. Unfortunately, the City does not have a comprehensive inventory of building assets nor a condition assessment of each asset. Therefore, the City needs specialized consulting services to develop a gap assessment management program for Public Works to identify the current Life Cycle Stages of critical facilities and infrastructure. This will help reduce the deferred maintenance, establish best practices, and prioritize the capital improvement needs with cost estimates to be included in the City's five-year Capital Improvements Program. The project would total \$340,000 over the span of four fiscal years, with the following annual estimates: \$160,000 in the remaining 6 months of FY2022-23, \$100,000 in FY2023-24, \$40,000 in FY2024-25, and \$40,000 in FY2025-26. The actual annual costs that will be based on the Consultant's project schedule and actual task delivery. However, the total contract will not exceed \$340,000.

Measure O's ending fund balance at June 30, 2022, was \$11.9 million. The projected ending fund balance at June 30, 2023, is \$13.4 million.