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AGENDA
MEASURE O CITIZEN OVERSIGHT COMMITTEE
Council Chambers, 305 West Third Street
Thursday, May 30, 2024
Special Meeting – 4:00 P.M.

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

https://us06web.zoom.us/j/88531545310?pwd=4cZwRFRWlhScUMsv5dcXzHGSIIVqxQ.66U21psh_UrAy0UW

1. **Dial Phone Number: 888 475 4499**
2. **Enter Meeting ID: 885 3154 5310**
3. **Passcode: 079332**

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 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR 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.https://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/city-meetings and on YouTube at Youtube.com/oxnardnews.

*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 remotely by 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings or by emailing: amira.martinez@oxnard.org
 - b. Submit an email to amira.martinez@oxnard.org by 3 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.
 - c. Contact the City Manager's Office at (805) 385-7430 to submit your request.
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.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Manager's Office at 385-7430. Notice at least 24 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

- 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 AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. CONSENT AGENDA

1. City Manager Department

SUBJECT: Approval of Minutes from April 25, 2024

RECOMMENDATION: That the Measure O Citizen Oversight Committee approve the minutes from April 25, 2024

Contact: Shiri Klima, (805) 385-7487

C. REPORTS

1. City Manager Department

SUBJECT: FY 2024-25 Proposed Budget

RECOMMENDATION: That the Measure O Citizen Oversight Committee provide staff direction regarding any adjustments to the Measure O Fiscal Year 2024-25 proposed budget, in preparation for the City Council and Housing Authority Board public hearing on June 4, 2024, and final budget adoption on June 18, 2024.

Please click the following link to view the required Measure M pre-recorded presentation video titled Fiscal Year 2024-2025 Budget Preview: <https://youtu.be/XCXCnjxX62k>. This video was prepared for the Finance and Governance Committee (FGC) and City Council meetings, and, therefore, covers all City funds.

Please click the following link to view the required Measure M pre-recorded presentation video titled Additional Information on Fiscal Year 2024-25 Proposed Annual Budget: <https://youtu.be/HD51D-WY500>. This video was prepared for the FGC and City Council meetings, and, therefore, covers all City funds.

Contact: Javier Chagoyen-Lazaro, (805) 200-5400

D. ITEMS FOR FUTURE AGENDAS

E. ADJOURNMENT

Adjournment to Thursday, October 24, 2024 (meeting July 25, 2024, cancelled).



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. B.1**

DATE: May 30, 2024
TO: Measure O Citizen Oversight Committee
FROM: Shiri Klima, Deputy City Manager, (805) 385-7487, shiri.klima@oxnard.org
SUBJECT: Approval of Minutes from April 25, 2024

RECOMMENDATION

That the Measure O Citizen Oversight Committee approve the minutes from April 25, 2024

BACKGROUND

Approval of minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Amira Martinez, Administrative Assistant

ATTACHMENTS

1. April 25, 2024 Measure O Committee Minutes Regular Meeting

MINUTES

Measure O Citizen Oversight Committee Regular Meeting April 25, 2024

A. ROLL CALL, POSTING OF AGENDA AND FLAG SALUTE

At 4:00 p.m., the Measure O Citizen Oversight Committee convened in the Council Chambers. Chair Len Shulman; Vice Chair Steve Nash; Commissioners Ruby Durias; Joseph Muñoz; Noemi Valdes and Daniel Pinedo were present. Commissioner Nathan Castillo was absent. Chair Shulman presided and called the meeting to order. Staff members present were: Stephen Fischer, City Attorney; Alexander Hamilton, Fire Chief; Javier Chagoyen-Lazaro, Chief Financial Officer; Annie Jensen, Project Manager and Amira Martinez, Recording Secretary. Saluted the flag.

B. PUBLIC COMMENTS

C. APPROVAL OF MINUTES

1. SUBJECT: Approval of minutes of January 25, 2024.
RECOMMENDATION: That the Committee approves the minutes.
ACTION: It was moved by Vice Chair Nash, seconded by Commissioner Pinedo, and the motion carried unanimously.

D. PRESENTATION/REPORTS

1. SUBJECT: Updated Schedule for Weaning Off Measure O.
RECOMMENDATION: That the Measure O Citizen Oversight Committee receive and file this report.
Discussion: Vice Chair Nash and Commissioner Durias asked questions and requested clarification on the updated schedule. Project Manager Annie Jensen responded.
ACTION: The Commission received the report, and no action was required.
2. SUBJECT: Independent Annual Financial Report
RECOMMENDATION: That the Measure O Citizen Oversight Committee receive and file Eadie and Payne, LLP's audit opinion of the Measure O revenues and expenditures included as a supplement to the Annual Comprehensive Financial Report.
Discussion: Vice Chair Nash and Commissioners Valdes and Pinedo asked questions on the auditor's presentation. Eden Casareno and CFO Javier Chagoyen-Lazaro responded.
ACTION: The Commission received the report, and no action was required.
3. SUBJECT: Request for Approval of Two New One Time Measure O Projects.

RECOMMENDATION: That the Measure O Citizen Oversight Committee recommends the City Council:

1. Approve the following new Measure O project with associated one time appropriation of funding: Water Craft Replacement - \$23,107; and
2. Approve the following new Measure O project with associated on time appropriation of funding: Chemical Analyzer - \$40,359.

DISCUSSION: Chair Shulman requested an explanation of the projects and why they are being requested. Commissioner Durias asked about the cost for the water craft.

Commissioner Pinedo requested for further explanation on the functions of the chemical analyzer. Commissioner Valdes asked about proper training being included with the cost of these projects. Fire Chief Alexander Hamilton responded.

ACTION: It was moved by Vice Chair Nash, seconded by Commissioner Valdes and the motion carried unanimously.

E. FUTURE AGENDA ITEMS

Vice Chair Nash requested to receive updates on the Chumash Trail project.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Shulman adjourned the meeting at 4:45 p.m.

Amira Martinez, Recording Secretary

Len Shulman, Chair



**MEASURE O CITIZEN OVERSIGHT COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. C.1**

DATE: May 30, 2024
TO: Measure O Citizen Oversight Committee
FROM: Javier Chagoyen-Lazaro, Chief Financial Officer, (805) 200-5400,
javier.chagoyenlazaro@oxnard.org
SUBJECT: FY 2024-25 Proposed Budget

RECOMMENDATION

That the Measure O Citizen Oversight Committee provide staff direction regarding any adjustments to the Measure O Fiscal Year 2024-25 proposed budget, in preparation for the City Council and Housing Authority Board public hearing on June 4, 2024, and final budget adoption on June 18, 2024.

Please click the following link to view the required Measure M pre-recorded presentation video titled Fiscal Year 2024-2025 Budget Preview: <https://youtu.be/XCXCnjxX62k>. This video was prepared for the Finance and Governance Committee (FGC) and City Council meetings, and, therefore, covers all City funds.

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BACKGROUND

In addition to the Measure M videos, the City released a budget preview podcast for public viewing (<https://www.oxnard.gov/fiscal-year-2024-2025-budget>). This podcast is not specific to Measure O. The proposed budget as provided in the presentation outlines information on where the City prioritizes services and infrastructure to its residents.

This agenda report covers only the projected revenues, expenditures and available fund balance for the Measure O Fund; however, for context, the Citywide proposed budget is approximately \$760.5 million, which includes the General Fund group, landscape maintenance and community facilities district funds, special revenue funds, assessment district funds, enterprise funds, and internal service funds (but not the Housing Authority funds as reported to FGC.) Information about other funds and the rest of the City's budget recommendation can be obtained from the May 14, 2024, FGC staff report available on the City's website.

New Budgeting Software

The Proposed FY 2024-25 Operating and Capital Budgets are the first ones prepared using new software tool. This software has helped to provide additional efficiency and real-time information throughout the process of building and refining the budget. The City has many funds and subfunds, and the online budget tool provides additional detail regarding all funds. Staff recommends that interested stakeholders review the online digital

budget for a full and complete picture of all City funds. (<https://www.oxnard.gov/fiscal-year-2024-2025-budget>)

DISCUSSION

Over the last couple of years, the City has been on a path to restoring services by maintaining adequate public safety, restoring proper paving street cycles, improving cybersecurity, and maintaining financial stability. However, the City has faced many challenges that have forced the City to slow the pace of restoring programs, investing in infrastructure, and enhancing the quality of life. To learn more about the broader context of this City budget, please read the staff report to the FGC dated May 14, 2024, available at oxnardca.portal.civicclerk.com/event/5070/files/report/5174.

The following is information about the FY 2024-25 proposed budget for Measure O. The figures presented have been revised since the May 14, 2024, FGC report and may be revised further between the publishing of this report and the June 4, 2024, City Council/Housing Authority Board public hearing, as well as at the June 18, 2024, Budget Adoption meeting. Significant changes are not anticipated; however, adjustments may be made to reflect the most current available information.

Measure O Fund Revenues

FY 2024-25 revenue from the Measure O half-cent sales (transactions and use) tax is proposed at \$21.6 million, a \$0.2 million (0.9%) increase over the FY 2023-24 budget. Local sales tax receipts have reflected a slow down across a number of categories. This is reflected in a \$0.2 million reduction (0.9%) in FY 2024-25 to \$19.3 million proposed. Interest income has benefited from rate rises and is projected at \$0.5 million, an increase of \$0.4 million (390%) compared to the FY 2023-24 Adopted Budget.

It is noted that FY 2024-25 is the last year of repayments of a loan between the General Fund and Measure O, reflecting \$1.9 million in proceeds for the Measure O fund.

Measure O Fund Expenditures

FY 2024-25 proposed expenditures are now \$23.0 million, a \$1.4 million (5.6%) reduction over the FY 2023-24 adopted budget (This is up from the \$22.6 million that was reported to FGC on May 14, 2024, due to the addition of the Senior Nutrition Program.)

Long term planning must incorporate that the Measure O half-cent sales tax will terminate on March 31, 2029. This Committee recommended on April 28, 2022, and Council adopted on June 7, 2022, a Measure O Weaning Schedule to ensure we are slowly and methodically moving Measure O funded ongoing programs to an alternative source such as the General Fund. The focus of any new additions to the Measure O Fund is for one-time projects. The Committee met most recently on April 25, 2024, to review updates to the weaning schedule. In FY 2024-25, as previously recommended by this Committee and adopted by Council, staff is weaning \$1.1 million from Measure O to the General Fund. Of this, just under \$1.0 million relates to the CAD/RMS Operational (the 911 system), just under \$80,000 reflects the Integrated Library System, and \$2,000 is for Library Wifi Operational. (The weaning of CAD/RMS Operational also moves 3 full time equivalent positions, or FTEs, from Measure O to the General Fund, leaving 10 FTEs in Measure O. Recall that Measure O funded 50 FTEs in FY 2021-22 before the City began the weaning process.)

1. Capital Improvement Projects (CIP)

Public Works staff presented the CIP to the Public Works and Transportation Committee on April 23, 2024. The Committee voted to defer making recommendations regarding the prioritization of General Fund and Measure O CIP projects to the full City Council. The CIP in the proposed budget includes \$11.3 million in new

capital projects funded by the General Fund and \$14.0 million funded by Measure O. Capital projects are proposed with supply chain issues, labor shortages and revenue availability taken into consideration. The \$14.0 million is identified in the CIP page in the City's Proposed Budget and includes:

Project Name	Description	Budget
Neighborhood Street Resurfacing	Resurface existing asphalt concrete pavement throughout several residential areas.	\$4,981,000
Citywide Alleyway Resurfacing	System-wide resurfacing of alleyways in the City.	\$4,000,000
Mandalay Bay Seawall Repair	Repairs to the Mandalay Bay seawalls consists of the installation of panels and tiebacks for both types of existing seawalls. This project assumes a 75-year design life for the seawalls in the Mandalay Bay area, which were constructed between 1969 and 1971 and have shown signs of wear and deterioration due to age.	\$2,500,000
Traffic Signal Modifications	Multi-year project to upgrade the City's 164 traffic signals, some of which are older than 30 years, to preserve system reliability, maintain connectivity with the City's traffic management center, and improve compatibility with Smart Cities/ Connected-Autonomous Vehicle architecture	\$1,000,000
Public Restroom Improvements	Renovate or replace public restroom facilities at various locations throughout the City.	\$1,000,000
South Oxnard Library Remediation	Project consists of remediating water damage and repairing skylight in the South Oxnard library that have been persistent since 2009.	\$200,000
La Colonia Boxing Gym Improvements	Project to rehabilitate and restore the gym for public use.	\$200,000
Colonia Park Pool Repair & Equipment Replacement	Funds to be used for pool deck repairs, new coping, tile repairs, refinishing of pool surface, upgrading pool equipment, and required accessibility upgrades to the pool and restroom. structural	\$120,000

	engineer evaluations will also be performed to determine the structural integrity of the facility.	
TOTAL		\$14,001,000

The City Council will receive the Recommended Five-Year CIP and be asked to provide recommendations for funding at its June 4, 2024, regular meeting.

The City is also proposing new one-time operating funding, as follows:

Project Name	Description	Budget
Senior Nutrition Program*	Gap funding due to program modification and a reduction in funds from The Ventura County Area Agency on Aging. This program provides nutritious meals for older adults and people with disabilities within Ventura County through the Senior Nutrition Program (SNP), which includes Congregate and Home-Delivered Meal (HDM) services. Over the last five years, the City has served between 42,700 and 57,814 meals per year. Without this funding the number of meals the City provides to seniors would need to be drastically reduced.	\$350,000
10-Ton Dump Truck - Streets	Due to aging equipment the City can only use one of its three existing dump trucks. The funding would allow the Streets Division to have two dump trucks.	\$300,000
New Backhoe - Streets	To comply with air quality requirements, the City recently had to retire our only backhoe. This funding would increase our inventory to one backhoe.	\$200,000
Rent Stabilization - Housing	Funding for contract services to support the Rent Stabilization and Just Cause programs.	\$160,000
Additional Ballot Measures in November 2024 General Election Measures	Funding to support local initiatives in the November 2024 elections	\$150,000

Plan Check Consulting - Fire	Contract services for a vacancy in a hard to fill position in Fire Administration to support plan check services related to fire protection services.	\$100,000
TOTAL		\$1,260,000

*This is a new request since the May 14, 2024, FGC meeting.

Thus, the total impact of all proposed CIP and non-CIP expenditures listed here is \$15,261,000.

Measure O’s current debt service is budgeted at \$3,294,339 and represents approximately 14% of the Measure O Fund proposed operating expenses. In FY 2024-25, the City will pay the final installments of the debt related to Dispatch Console, Fire Trucks and Handheld Radios. The outstanding debt at the end of FY 2024-25 includes \$9.7 million related to the Fire Station 8 Lease Debt (maturing by December 2031) and another \$6.7 million related to the 2014 Lease Revenue Street Bond (maturing by June 2029).

Measure O Fund Balance

Measure O Fund surplus was \$17.5 million as at June 30, 2023. A surplus of \$15.7 million is forecast as at June 30, 2024. The Proposed FY 2024-25 budget revenues of \$21.6 million and expenditures of \$23.0 million (an increase from the \$22.6 million reported to FGC) result in a use of fund balance of \$1.4 million, leading to a surplus of \$14.3 million at the end of FY 2024-25. The projected ending fund balance as of June 30, 2024, along with the Weaning Schedule, is adequate to support paying down debt in future years and supporting one-time projects until Measure O sunsets in FY 2028-29.

For additional detail, refer to Attachment 1.

STRATEGIC PRIORITIES

This agenda item supports the Economic Development strategy. The purpose of the Economic Development strategy is to focus on the retention and expansion of Oxnard businesses by increasing the skills and employability of our local workforce, invite new business investments, and target site-based redevelopment opportunities.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Javier Chagoyen-Lazaro, Chief Financial Officer

ATTACHMENTS

None