



**Date:** October 24, 2022  
**To:** Measure X Citizens' Oversight Committee  
**From:** Michael Chandler, Acting City Manager  
**Prepared By:** Lauren Sugayan, Acting Assistant City Manager  
**Subject:** Measure X – Citizens' Oversight Committee Annual Report

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### **Recommendation**

Receive update, hold discussion, provide input to staff, and accept the Measure X Citizens' Oversight Committee Annual Report for FY 2020-21 and forward to the next available City Council meeting.

### **Background**

On November 6, 2018, almost seventy-three percent (73%) of Martinez voters approved Measure X to increase the transaction and use sales tax by an additional one-half (0.50%) percent for 15 years to fund general City services consistent with community priorities. As part of the Measure X ballot initiative, the City Council approved a "Community-Identified Spending Priorities Plan" on July 23, 2018. The spending priorities were based on the results of an independent survey that indicated support for a local general sales tax measure to address quality of life and essential services. Within the core areas of Public Safety, City Infrastructure, and Parks, Open Space and Recreation, these key priorities were identified:

- maintaining 911 response times
- recruiting and retaining experienced police officers
- preventing and investigating violent crimes
- addressing homelessness
- providing resources for school safety
- maintaining storm drains and pollution prevention
- maintaining parks and open space
- maintaining Martinez's Senior Center and programs
- maintaining youth and recreation programs

On February 20, 2019, the Measure X Oversight Committee Bylaws were adopted by the City Council via Resolution No. 18-19. The Oversight Committee's role is limited to the following specific duties, as detailed in Section 3.1 of the Bylaws:

- a) *Review semi-annual revenue and expenditure reports produced by the City and*

*other relevant reports and information regarding the Transactions and Use Tax;  
and*

- b) Provide to the City Council an annual report on whether revenues were expended efficiently and effectively and recommendations, if any, of ways to ensure that future revenues are expended efficiently and effectively.*

Additionally, Section 3.1 of the Bylaws also specifies the following areas in which the Committee will not have purview:

- c) In order to preserve the integrity and independence of the oversight process, Committee members shall not play a role in contracting or project management for projects funded through revenue from Measure X.*
- d) The Committee is not charged with decision-making on spending priorities, schedules, project details, or financing plans.*

The Bylaws further specify the Oversight Committee is to be comprised of no more than seven (7) members, one of which is the City Treasurer, with six (6) at-large members, three of which will serve three (3) year terms, and three of which will serve four (4) year terms.

## **Discussion**

### **Fiscal Review Process**

Each fiscal year, the City is required to have a financial audit conducted by an independent certified public accountancy firm. The CPA firm of Maze and Associates is the City's independent external auditor. The City's Fiscal Year 2020-21 audit was completed in January 2022 in conformity with generally accepted accounting principles (GAAP). The auditors' opinion was that the financial statements fairly represent the financial position of the City as of June 30, 2021. On March 16, 2022, the audit was received and accepted by the City Council.

### **Baseline Reporting**

At its February 20, 2020 meeting, the Oversight Committee held a robust discussion regarding the spending priorities and how they should present information within the annual report (starting with Fiscal Year 2018-19) to demonstrate that the funds were spent "efficiently and effectively" consistent with community priorities as stated in the Bylaws. The Oversight Committee acknowledged the challenges of making a somewhat subjective determination of what constitutes "efficiently and effectively" and wanted staff to focus on more quantifiable measures.

A consensus reached among the Committee was to compare "baseline" expenses and staffing levels within given community priority categories (Public Safety, City Infrastructure, Parks and Open Space, and Recreation and Senior Center) from Fiscal Year 2017-18, as the most recent audited year which did not receive any revenue from Measure X, with subsequent budgets that did receive Measure X revenue, starting with Fiscal Year 2018-19 (which began receiving Measure X proceeds during the 4<sup>th</sup> quarter).

The Oversight Committee felt these comparisons would help illustrate how the additional funds received from the measure contributed to support of the community priorities. The Oversight Committee also discussed the need for awareness of the 15-year sunset clause of the Measure.

**Financial and Staffing Summaries**

Consistent with the methodology created by the Oversight Committee in 2020, the chart below compares the audited expenditures from “baseline” Fiscal 2017-18 to Fiscal Year 2020-21 within core areas of the City’s operations closely aligned with the Measure X Community Identified Spending Priorities:

Community Priority	Operating Categories	FY 2017-18 pre-Measure X	FY 2020-21 post Measure X	Change
Public Safety	Patrol	7,024,489	8,713,048	1,688,559
Public Safety	Investigative Services	1,399,821	1,374,203	(25,618)
Public Safety	Administration & Emergency Services	1,271,815	1,615,591	343,776
Public Safety	Support Services	1,153,678	1,847,659	693,981
Infrastructure	Maintenance & Public Facilities	933,507	963,040	29,533
Parks and Open Space	Parks and Grounds & Open Space	1,656,104	2,283,358	627,254
Recreation	Recreation	877,629	966,169	88,540
Recreation	Senior Center	427,263	330,072	(97,191)
NPDES	Administration & Municipal Maintenance	460,722	401,391	(59,331)
<b>Totals</b>		<b>\$15,205,028</b>	<b>\$18,494,531</b>	<b>\$3,289,503</b>

The table below shows audited Measure X revenue received in FY 2018-19, FY 2019-20, FY 2020-21, and unaudited Measure X revenue received in FY 2021-22 to date:

Fiscal Year	FY 2018-19 post Measure X*	FY 2019-20 post Measure X	FY 2020-21 post Measure X	FY 2021-22 post Measure X**
<b>Revenue</b>	\$827,121	\$3,941,196	\$4,307,084	\$4,578,632

\*Note: only one quarter of Measure X revenue was received in FY 2018-19

\*\*Note: unaudited payments to date, made in arrears

Notable decreases in expenditures exist under Senior Center and Investigative Services, and within the National Pollutant Discharge Elimination System (NPDES). The Senior Center had significantly reduced its services during the pandemic, particularly since seniors were considered in the high-risk category for COVID-19. Senior Center staff

adjusted their service model during this time period to assist with food aid and other types of aid for vulnerable residents within Martinez. Regular operations have since resumed at the Senior Center, and expenditures are expected to increase in the next annual report. The decrease of expenditures in investigative services was due to the significant and ongoing shortage of police officers within the Department, which is causing specialty assignments, like investigations, to be temporarily reduced so that patrol can be prioritized.

The table below shows staffing levels within given community priority categories (Public Safety, City Infrastructure, and Parks, Open Space, and Recreation) from December 31, 2017 (pre-Measure X) to December 31, 2021 (post-Measure X):

Community Priority Category	12/31/17 Pre-Measure X Staffing Vacancies	12/31/19 Post Measure X Staffing Vacancies	12/31/20 Post Measure X Staffing Vacancies	12/31/21 Post Measure X Staffing Vacancies
Public Safety - Officers	5	2	3*	6
Public Safety – Dispatchers	5	2	3	0
Parks and Open Space Maintenance	1	0	0	1**
Recreation	0	0	0	2
Senior Center	0	0	0	1

*\*Included two positions frozen during this time due to COVID-19 related cutbacks*

*\*\*new Park Caretaker II position designated for Rankin Aquatic Center assistance*

### Outcomes

The Committee expressed an interest in being able to show improved outcomes related to quality-of-life initiatives whenever possible. The following list represents some examples of how the City has been able to support the Community Identified Spending Priorities, despite experiencing significant staffing shortages in FY 2020-21 that in some instances have persisted into the current fiscal year.

#### Public Safety:

- Chief Manjit Sappal retired in March 2022, and Captain Beth Johnson departed the City in June 2022. The City held a successful recruitment for Chief of Police this summer and fall and will announce the appointment of a new Police Chief in November 2022. The Police Captain position remains vacant and retirements and staff departures in several sworn positions have created vacancies, some of which remain unfilled.
  - FY 2021 – 6 separations (including 2 retirements), 5 new hires (of which 3 are still with the City)
  - FY 2022 – 6 separations (including 3 retirements), 2 new hires (both of whom are still with the City)

- FY 2023 – 3 separations (including 2 retirements), 1 new hire (still with City), plus 2 new hires slated to start in November. In addition, 1 new Police Officer Trainee will start with the academy.
- For the first time in almost 20 years, the department sponsored academy recruits; one is slated to graduate this year, with two or three anticipated to start in the January 2023 class. The City is also planning to hire one or two recruits from a recertification academy by the end of the year.
- Completed several significant promotions, including a tenured Sergeant to Lieutenant; two Officers to Sergeant; and a Records Clerk to Supervisor. Also staffed the professional standards sergeant position.
- Recent contractual adjustments with the Martinez Police Officers' Association and approved by the City Council on May 18, 2022, secured salary increases for sworn personnel on January 1<sup>st</sup> of each year, starting in 2022 (at 6%) through 2025, when increases will range based on SF Bay Area Consumer Price Index/CPI thereafter. This long-term agreement is intended to improve the Department's ability to retain and attract new staff, but staffing levels remain low.
- Continued ability to recruit is paramount. A recruiting team has been filled and the team has been busy updating recruiting materials, attending job fairs and visiting police academies. An officer on light duty has been assigned to recruiting as a primary duty.
- The Community Resource Officer program, which allows a full-time officer to be dedicated to working with the Coordinated Outreach Referral and Engagement (CORE) Team on homelessness, is temporarily on hold due to a staffing shortage and the need to prioritize patrol. Once more vacancies are filled, the assigned officer will transfer back to a full-time Community Resource Officer.
- In conjunction with the Martinez Unified School District, hired a part-time School Resource Officer for the current school year.
- Maintained funding for CORE services. The Community Resource Officer (in the reduced capacity due to patrol shortages) has coordinated resources and services in partnership with several county agencies and community groups to include the Homeless Action Coalition.
- Created partnership with Office of the Public Defender and the District Attorney's Office to provide holistic interventions to defendants charged with Misdemeanor crimes as an extension of the Early Rep program.

- The Patrol Training Team continued providing scenario-based training focusing on de-escalation methods. The concept for the training team is to put officers in real-life type scenarios to learn how to de-escalate rather than use force. These training regimens require motivated personnel, and the Department has recruited officers to develop and implement this essential training.
- Continued to provide regular patrols for outdoor dining on weekends and special events during the pandemic, as staffing allowed.
- A contracted consultant has been retained to complete the update to the City's Emergency Operations Plan and evaluate/update the Emergency Operations Center prior to the next training exercise for City staff.
- A contracted consultant is performing a complete audit of the Evidence Room and evidence handling procedures.
- Initiated a partnership with Orbit Health to provide mental health support to officers when dealing with community members experiencing a mental health crisis.
- Added a Police Assistant position as part of FY 2023 mid-cycle budget adopted by the City Council (initially funded through American Rescue Plan Act funds but to be absorbed by the General Fund thereafter).
- Slated to achieve full staffing in Records Division by end of the year.
- Achieved full staffing the Dispatch Center as of December 31, 2021 (note: one vacancy exists as of the date of this report).
- Partnered with Contra Costa Consolidated Fire Department to implement ZoneHaven in 2021, a real-time software application designed to connect community members with up-to-date emergency incident status information (including evacuation orders), which will be critical in the event of a major disaster like a wildfire.

Parks and Open Space:

- Implemented labor contract with Local 324 (through June 30, 2027) with annual Cost of Living Adjustments and a one-time bonus to help with recruitment and retention of qualified maintenance personnel tasked with protecting and maintaining City infrastructure, including City parks and open space areas. Maintained full staffing in the division (excluding one Parks Caretaker II position still under consideration and not yet recruited, which would have specific duties and responsibilities at the Rankin Aquatic Center).
- Augmented the Measure H Parks Improvement Project in December 2021 with a \$320,036 transfer from General Fund Unassigned Reserves attributable to

Measure X. This project will provide various enhancements and replacements at Hidden Lakes Park, Cappy Ricks Park, and Waterfront Park Field 5.

- Conducted expanded wildfire mitigation efforts in numerous areas encompassing roughly 515 acres of open space, including the Rankin Olive Grove (which included hiring multiple arborists and utilizing contract assistance for chippers and other equipment needed to support County Fire Hand Crews). The City mows and discs several areas to till and invert the vegetation to control fire risks by establishing fire breaks. Additionally, the City has conducted encampment abatements which also help mitigate fire risk. Total expenditures are over \$350K from FY 2021 to present.
- Refocused public education and awareness on weed abatement standards approved by the City Council in November 2019, especially regarding minimum height of weeds.

Senior Center:

- Implemented free web-based email marketing service that simplified communication more efficiently to approximately 700 participants, enabling staff to send a weekly email, monthly bulletin, special events and notices during pandemic.
- Utilized community resources by obtaining partnerships with new organizations, The Kensington, Golden Years Placement Agency, Nob Hill, and The Lodge of Glen Cove that sponsored 17 curbside special events free to participants during pandemic.
- Increased daily participation of the CC Café program by 9% by offering a delivery service to home bound seniors.
- Developed and implemented a COVID-safe Cooling Center policy for the Senior Center that was activated several times summer of 2020.
- Developed an online virtual resource center for seniors.
- Successfully planned and implemented 68 curbside programs and events for 2,128 participants as alternatives for in-person gatherings due to pandemic.
- Partnered with various agencies to provide resources and services to meet the demands and needs of our aging population. The Center provides weekly or monthly services at no cost, including Senior Peer Counseling, Health Insurance Counseling, Consult-an Attorney, Free Wills Clinic and Dementia Family Caregiver Support Group. These services provide a substantial cost savings to senior participants.
- Partnered with four surrounding cities to offer Inclusive Recreation Programming for Adults with Disabilities 18 years of age and older. Hosted a Special Recreation

Dance in September 2022 for 80 participants who enjoyed the opportunity to socialize with their peers in a safe environment.

- Partnered with Contra Costa Tax-Aide to provide free tax support for the 2020 season, through which volunteers prepared 171 tax returns and offered advice and assistance to 223 Martinez residents. The returns which were prepared generated \$16,800 in Earned Income Credits, \$15,000 in Child Tax Credits and \$169,000 in refunds. The Martinez clientele saved \$50,000 on costs they might have spent to have their tax returns prepared elsewhere.
- The Senior Nutrition Program and Meals on Wheels are two vital programs offered to senior participants in the community. City staff continue to support these programs through daily coordination with both agencies. Meals on Wheels served 58 participants weekly receiving the equivalent of 406 meals per week, and Café Café Costa (the cafeteria-style program operated out of the Martinez Senior Center) served 679 participants with a nutritious meal onsite.
- Affordable Health and Fitness classes are essential for seniors to stay healthy and age gracefully. A total of 1,300 participants utilized the fitness classes offered weekly at the Martinez Senior Center.
- Partnered with County Connection to assist participants inquiring about transportation. A representative from County Connection comes to the Center once a month to assist with processing clipper cards, RTC Cards, applying for paratransit, route information and trip planning.
- Promoted Older American's month (May 2022) and National Senior Center month (September 2022) to increase awareness for all the programs and services offered at the Martinez Senior Center. National Senior Center month was recognized with a proclamation from the City Council. In addition, six free workshops/seminars were provided to participants that focused on aging in place. Sixty-two participants enjoyed learning about different resources and services that was made available to them through various agencies.
- Hired new Senior Citizens Coordinator in early 2022, which has helped to bring a fresh perspective on programming and marketing of senior services.

### Recreation

- Vacancies in the Recreation Admin Aide and Recreation Coordinator positions in 2021 were addressed and successful recruitments were completed in 2022 with the hiring of new replacements for these positions. Additionally, the Recreation Manager position approved in 2021 was also recruited in 2022 and the new hire started on September 6, 2022 to support capacity building for recreation services and special events.



- Conducted a facility needs assessment of Rankin Aquatic Center in Spring 2022 to prepare for the replacement of two pool heaters, and to prioritize future upgrades to pool equipment and the facility. A contract has been awarded for replacement and enhancement of the pool chemical lines and replacement of two pool heaters is expected to begin in December 2022 in anticipation of the 2023 swim season, all as part of a Council-approved Capital Improvement Project using Measure X funds.
- Booked all ballfields and soccer fields for daily rentals.
- Hosted successful Martinez Sturgeon seasons in summer of 2021 and 2022 at at Waterfront Park Field 3.
- Successfully organized and hosted summer camps in 2021 and 2022 for approximately 90 kids each session and maintained COVID-19 safety protocols.
- Processed dozens of special event applications and provided planning and operational support to numerous major citywide events that were reinstated in 2021 and/or 2022, including the 4<sup>th</sup> of July parade (2022), Alhambra Decades Reunion (2022), Alhambra High School Homecoming Parade (2021 and 2022), and the Chamber of Commerce's King of County BBQ Challenge (2022) and Martini Gala (2021 and 2022).
- Spearheaded several community events, including Holiday Frolic (2021 and 2022), 4<sup>th</sup> of July Fireworks show (2022), and a Restaurant Tour (2022).
- Completed Prop 68 competitive grant application in March 2021 for renovation of the fishing pier and improvements Ferry Point. The City did not receive the grant but was able to parlay the application into a competitive federal appropriations request with Congressman Mike Thompson's office for \$2.5 million to renovate the fishing pier. The Congressman selected the City's project and the funding as of the date of this report has cleared the House of Representatives and is being considered by a Senate appropriations committee.

#### NPDES/Stormwater Pollution and Prevention:

- A seminar was recently hosted by the California Urban Streams Partnership in partnership with the Contra Costa Resources Conservation District regarding vegetation management for the Lower Alhambra Creek area. On March 16, 2022, as part of the City's mid-year budget adjustments, \$140,000 was transferred to NPDES and attributed to Measure X for vegetation management and implementation of the Lower Alhambra Creek Watershed Management Plan. Stormwater and pollution prevention expenses utilizing these Measure X funds will begin showing up in subsequent Oversight Committee reports.

**Next Steps**

Accept and move the report to the next available City Council meeting.