

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
September 8, 2020
Regular Meeting - 9:30 to 10:45 AM

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the City Council or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings are typically available online immediately following the meeting.

The public may provide comments to the City Council via email at cityclerk@oxnard.org no later than 8:00 a.m. on the day of the meeting. Please identify the committee name, meeting date, and agenda item in the email Subject line.

A telephone option for public comments is also available at this time due to the State of California "Stay At Home" order. Requests to speak must be submitted no later than 8:00 a.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the City Clerk's Office at (805) 385-7803, or email your request to cityclerk@oxnard.org.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Based on the number of speaker requests submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. The legislative body 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 City Manager for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the July 28, 2020 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

D. REPORTS

1. City Manager Department

SUBJECT: Council's Annual Calendar of Routine Items. (5/10/5)

RECOMMENDATION: That the Finance and Governance Committee receive and discuss the Council's Annual Calendar of Routine Items and provide feedback.

Contact: Alexander Nguyen, (805) 385-7430

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
July 28, 2020

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 9:33 a.m., Chair Flynn called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Vianey Lopez, Bert E. Perello, and Chair Tim Flynn were present via videoconference.

Staff members present were Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Alexander Nguyen, City Manager; Tonya Cheng, Controller; Kevin Riper, Chief Financial Officer; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Henry Sapien (high housing costs in Oxnard). Later, public comments were received from Nicholas Focil (possible clinical trials for COVID-19 vaccine).

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the July 14, 2020 regular meeting as presented.

It was moved by Member Perello, seconded by Member Lopez, to approve the minutes as presented. VOTE: Flynn, Lopez, and Perello voted in favor; the motion carried 3-0.

D. REPORTS

Finance Department

1. SUBJECT: Accounts Receivable Clean-Up.

RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve writing off accounts receivable for three individual customer accounts totaling \$138,736 with aging between 11 and 14 years.

The Controller gave a report. Discussion ensued among the Committee and staff.

It was moved by Member Perello, seconded by Member Lopez, to approve the recommended action as presented. VOTE: Flynn, Lopez, and Perello voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Flynn adjourned the meeting at 10:17 a.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: September 8, 2020

TO: Finance & Governance Committee

FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org

SUBJECT: Council's Annual Calendar of Routine Items. (5/10/5)

RECOMMENDATION

That the Finance and Governance Committee receive and discuss the Council's Annual Calendar of Routine Items and provide feedback.

BACKGROUND

In practice, City departments agendize various items as needed every year. We need to do a better job of managing the Council meeting agendas to better balance the need of routine items with deadlines against the number of items on each meeting agenda. The balancing act takes into account the timeliness, substance and length of certain items. Seeing and knowing the volume of work each year will help us achieve the balancing act.

DISCUSSION

Routine items recur quarterly, semi-annually, annually, or every few years. In preparing this calendar, staff reviewed legal requirements, preferred sequencing, and past timing, and from this we prepared Council's Annual Calendar of Routine Items. The intention is to inform Council as well as the public of the regular items that Council must take action on each year.

Staff is still in the process of inventorying these routine items, so this effort is the first step. The task for the Committee is to review the proposed Calendar to date and offer any suggestions for re-balancing items to provide a better flow of work. We will come back to the Finance and Governance Committee at an upcoming meeting with a more complete calendar. Once received by Council, this will become staff's regular calendar around which we will schedule non-routine items. Staff is also preparing for Council a list of significant, non-routine items coming forward to Council in FY 20-21 so you can prepare for this busy year. From Council's Annual Calendar staff will also derive the Committee agendas approximately a month earlier.

We have two aspirational items that have not routinely happened in the past, but staff recommends adding them in the future. First, the Council should be receiving annual reports from all CAGs, not just the Senior Services Commission and the Commission on Community Relations. Second, Council should be receiving annual updates from representatives on each regional board. Staff will work with the CAGs and representatives to incorporate these updates in future years.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

None at this time.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. Council's Annual Calendar of Routine Items
2. Council's Annual Calendar Presentation

Council's Annual Calendar of Routine Items

<i>September</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Measure O Annual Update	CMO	Annual	
2	Refresh Financial Policies under the Internal Control - Integrated Framework (ICIF)	Finance	Every 4 years, next cycle is September 2025	
3	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	Normally due before 9/30; in 2020, due to Covid, due in November. HUD waiver extended to 180 days due from close of program year. Due 12/30/2020.
4	Local Edward Byrne Memorial Justice Assistance Grant (JAG) - Authorize app & execute MOUs	PD	Annual	Date is flexible.
5	PACC Annual Report	CCS	Annual	Annual report to Council is required of Sterling Venue Ventures under current agreement. This will begin in 2021 because of lack of activity due to Covid-19 for this current year.
6	Constitution Week	CMO	Annual	Week of September 17-23
7	National Child Passenger Safety Week	Fire	Annual	Required due to OTS-provided grant (Sept 20-26, 2020).
8	Coastal Cleanup Day	PW	Annual	Third Saturday in September

Key:
Action required
Informational
Ceremonial

<i>October</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Facilitron agreement for reservations for Recreation	CCS	Every 3 years, next cycle is January 2023.	October 2022 is preferred as the contract ends in January 2023.
2	Planning Update	CD	Annual	
3	CompuWave - Hardware purchase	IT	Every 3 years, next cycle is October 2020.	Renewal of PO; 10/13/2020
4	Ventura County High Tech Task Force	PD	Every 2 years, next cycle is 2022.	
5	All Languages Interpreting and Translating	CMO	Every 3 years, next cycle is November 2020.	This is for citywide translating services.
6	Quarterly Investment Report	CT	Quarterly	
7	Code Enforcement Officer Appreciation Week	CD	Annual	Nationally recognized month. Usually the first week of October.
8	National Community Planning Month	CD	Annual	
9	Multicultural Month	CMO	Annual	Martha organizes the Multicultural Festival with the CRC, which coordinates with this month.
10	Annual Great Shakeout Earthquake Drill	Fire	Annual	Varies between September and October. Will be on Oct 15th in 2020.
11	Fire Prevention Week	Fire	Annual	Nationally recognized month. Usually the first week of October.
12	Breast Cancer Awareness Month	Fire	Annual	Nationally recognized month.
13	Domestic Violence Awareness Month	PD	Annual	Nationally recognized month.

Key:
Action required
Informational
Ceremonial

Council's Annual Calendar of Routine Items

<i>November</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Executive Resolution	HR	Next cycle is 2022.	Resolution doesn't continue to increase past 12/31/2022
2	Building Code/ Fire Code Update	CD	Every 3 years, next cycle is fall 2022.	November 2022 is preferred so Building Code can become effective January 1, 2023. Fire Marshal will be bringing some one-time changes to the Fire Code and the fee schedule in January 2021.
3	State law enforcement supplemental funding	PD	Annual	Item is flexible.
4	Asset Forfeiture Funds	PD	Annual	Went in December 2019 and would prefer to go earlier this year. Item is flexible.
5	Procedures Manual Update	CAO	Every 2 years, next cycle is 2021.	Last adopted Council Resolution No. 15,279 was on Nov. 19, 2019
6	Autumn update on Corrective Action Plan (CAP)	Finance	Semi-annual	This must occur 6 months after last CAP update, as required by Council policy.
7	Veterans Day	CMO	Annual	November 11th. Announce date of with Veterans' Parade. (In 2020, this needs to be done in October due to Council meeting dates.)
8	Extra Mile Day	CMO	Annual	November 1st
9	November	Fire	Annual	

Key:
Action required
Informational
Ceremonial

Council's Annual Calendar of Routine Items

<i>December</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Bad Debt Clean-up	B&L/ Finance	Annual	
2	ODMD Annual Assessment	CD	Annual; 5 years	Needs to align with County Assessor. Every 5 years, we need to renew this.
3	Downtown Settlement Funds	CD	Annual	Flexible schedule
4	Approve annual Council meeting calendar	Clerk	Annual	It is usually agreed upon in December to set the new dates for next calendar year.
5	Declare results of municipal election; administer oath of office to new officials	Clerk	Every 2 years, next cycle is 2020.	Typically done during the first regular meeting following the County's certification of the election.
6	Appointment of Mayor Pro Tem	Council	Every 2 years, next cycle is 2020.	Typically done during the first regular meeting following the County's certification of the election.
7	Mayor's appointments to City Committees and Regional Boards and Commissions	Council	Every 2 years, next cycle is 2020.	Effective the following January.
8	Channel Islands Beach Community Services District Interagency Agreement for Wastewater Transportation and Treatment Services	PW	Every 2 years, next cycle is 2020.	
9	Development Agreement Annual Report	CD	Annual	Flexible schedule, just relies on Planning Commission first.
10	World AIDS Day	CMO	Annual	December 1st
11	Santa Claus comes to Council	Council	Annual	Announce Christmas Parade and Tamale Festival too.

Key:
Action required
Informational
Ceremonial

<i>January</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	ROPS	CD	Annual	Mandatory in January
2	Conflict of Interest Code Amendment/Update	Clerk	Every 2 years, next cycle is 2022.	Either January or February, should be updated early in the Form 700 filing season to add new positions or delete old ones.
3	Housing Authority: Low Rent Public Housing & Housing Choice Voucher Program Budgets for next fiscal year	Housing	Annual	Complete prior to City Budget.
4	Property Insurance, General Liability Insurance and Liability Claims Administration and Adjustment Services Purchase Orders	HR	Annual	
5	Update Water rates	PW	Every 5 years, next cycle is 2021	Rates should be raised in winter.
6	Update ER rates	PW	Every 5 years, next cycle is 2022	Rates should be raised in winter.
7	Update Wastewater rates	PW	Every 5 years, next cycle is 2023	Rates should be raised in winter.
8	Quarterly Investment Report	CT	Quarterly	
9	Clean Power Alliance Annual Report	CD	Annual	Flexible schedule
10	CAFR	Finance	Annual	Best to share with Council and public after December publication. Does not have to be legally accepted by Council.
11	311 app update	IT	Annual	
12	Dr. Martin Luther King, Jr. Day	CMO	Annual	Third Monday of January

Key:
Action required
Informational
Ceremonial

Council's Annual Calendar of Routine Items

<i>February</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Appointment of CAG members	Clerk	Every 2 years, next cycle is 2021.	Between Feb and March; however, appointments are made on an ongoing basis.
2	Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021.	
3	Mid-year Budget	Finance	Annual	In 2021, this is in January. Otherwise, February.
4	Authorization to submit OTS, FEMA and Homeland Security Grants	Fire	Annual	No set date, grant apps are traditionally due for this agency in March. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
5	Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan Public Hearing	Housing	Annual	Must take it after allocation notice from Congress. In 2019, we received notice in April.
6	CRC Community Awards	CMO	Annual	Relies on the Community Relations Commission to hold a meeting to pick the recipients.
7	Black History Month	CMO	Annual	Nationally recognized month.

Key:
Action required
Informational
Ceremonial

<i>March</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Banking contract	B&L	Every 3 years starting 2021	
2	Infosend (bill printing) contract	B&L	Every 3 years starting 2021	
3	RSVP Grant Application & Revenue Approval	CCS	Annual	Will need the dates for the application window to be announced.
4	General Plan/ Housing Element Annual Report	CD	Annual	Flexible schedule, just needs to be Spring 2021
5	Real Estate Disposition priorities	CD	Every 3 years starting 2022	Flexible schedule
6	Zoning Code Clean-up	CD/CAO	Annual	Flexible schedule.
7	Five-year Public Housing Agency (PHA) Plan, Annual Agency Plan & Capital Fund Program (CFP) Five-year Action Plan for Low Rent Public Housing	Housing	Annual, next cycle is April 2021.	Plans must be submitted to HUD by 4/16/2021.
8	Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan 2nd Public Hearing	Housing	Annual	Second public hearing must be held in June with the adoption of the Annual Action plan and submittal by 6/30/21. Must happen 30 days after first public hearing.
9	Housing Authority Investment Policy & Investment Portfolio Guidelines	Housing	Annual	Complete prior to City Budget.
10	Economic Development Annual Report	CD	Annual	Flexible schedule
11	Cesar Chavez Day	CMO	Annual	March 31st
12	Women's History Month	CMO	Annual	Nationally recognized month.
13	Brain Injury Awareness Month	CMO	Annual	Nationally recognized month.

Key:
Action required
Informational
Ceremonial

<i>April</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Lease Agmt w/Continuing Development Inc. to rent a wing of the South Oxnard Center on Bard Rd.	CCS	Every 3 years, next cycle is April 2023.	April is preferred as it is 2 months before agreement expiration.
2	Visit Oxnard (OCVB) contract	CMO	Every 5 years, next cycle is 2024.	
3	Google - G Suite Enterprise Licenses	IT	Every 3 years, next cycle is August 2021.	Services expire August 2021
4	Tyler Technologies - New World 911 System	IT	Every 3 years, next cycle is June 2021.	Services expire June 2021
5	Renewal of investigative & crime analysis software agreement	PD	Every 3 years, next cycle is April 2021.	Cancellation must be done at least 60 days prior to contract end date, 4/30/21; otherwise automatic 12 month renewal starts.
6	OTS bicycle & pedestrian safety grant	PD	Annual	Date is flexible, but needs to go before the end of the fiscal year.
7	OTS STEP Grant	PD	Annual	Date is flexible, but needs to go before the end of the fiscal.
8	5-Year Capital Improvement Program (CIP)	PW	Annual	Needs to be completed by end of fiscal year. Prefer June.
9	RMRA Listing of Roadway Maintenance Projects	PW	Annual	CTC requires approved list to be submitted typically in May.
10	LMD Engineers Report & Approval of Levy Public Notice Part 1	PW	Annual	Needs to be completed by end of fiscal year.
11	Quarterly Investment Report	CT	Quarterly	
12	Donate Life Month	CMO	Annual	Nationally recognized month. Some years we do a Council ceremony, and other years we mail a proclamation.
13	Sexual Violence Awareness Month	CMO	Annual	Nationally recognized month.
14	Public Safety Dispatchers Month	Fire	Annual	
15	Fair Housing Month	Housing	Annual	Nationally recognized month.
16	Child Abuse Awareness Month	PD	Annual	Nationally recognized month.
17	Earth Day	PW	Annual	April 22nd
18	Arbor Day	PW	Annual	Last Friday in April

Key:
Action required
Informational
Ceremonial

Council's Annual Calendar of Routine Items

<i>May</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Development Fee Update	CD	Annual	Preferred May 2021 so that it can be effective with the fiscal year.
2	Authorization to submit Emergency Management Performance Grant	Fire	Annual	No set date, grant applications are traditionally due for this agency in May or June. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
3	OPOA, OPSMA, and IAFF MOUs	HR	Next cycle is 2021.	Contract terminates 6/30/2021
4	OMMA, SEIU and IUOE MOUs	HR	Next cycle is 2022.	Contract terminates 6/30/2022
5	Agreement for body worn cameras and licenses for 200 cameras under two contracts.	PD	Every 5 years, next cycle is May 2021.	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
6	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	Every 3 years, next cycle is 2022.	Contract terminates June 30, 2022, and relies on the school districts' contract initiation
7	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	Ventura County Animal Services agreement must be completed before June 30th.
8	LMD Engineers Report & Approval of Levy Public Notice Part 2	PW	Annual	Needs to be completed by end of fiscal year.
9	Waterways Assessment District and Community Facilities Districts' assessment	PW	Annual	Needs to be completed by end of fiscal year.
10	Agreement for gas/water monitoring for the Santa Clara Landfill	PW	Annual	Agreement with Ventura Regional Sanitation District expires June 30, 2021
11	Utility Rate Assistance Program ("Project Assist")	PW	Annual	Resolution takes effect July 1st.
12	Senior Services Commission Report	CCS	Annual	Normally brought to Council during Older Americans Month (May) and report is initiated by the Senior Services Commission.
13	ERP annual report	CMO	Annual	
14	Presentation of Single Audit Report	Finance	Annual	Best to share Single Audit with Council and public right after publication. Prefer to share this at the same time as the CAP update. Relies on the Auditor. Does not have to be legally accepted by Council.
15	Spring Update on Corrective Action Plan (CAP)	Finance	Semi-annual	CAP updates every 6 months required by Council policy. Prefer to share this at the same time as the single audit presentation.
16	Older Americans Month	CCS	Annual	Nationally recognized month.
17	Building Safety Month	CD	Annual	Nationally recognized month. Usually the first or second week of May.
18	Municipal Clerks Week	Clerk	Annual	Can go to Council at the last April meeting or the first May meeting
19	National Beach Safety Week	Fire	Annual	
20	Public Works Week	PW	Annual	Nationally recognized week.

Key:
Action required
Informational
Ceremonial

<i>June</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Resolutions calling municipal election; adopt rules for candidate statements	Clerk	Every 2 years, next cycle is 2022.	Due to the County by June 30th.
2	Public Hearing on the Operating Budget	Finance	Annual	Must precede budget adoption.
3	Public Safety Property Tax Assessment	Finance	Annual	Needs to meet with County deadline for placing assessment on property tax bills. Can be moved up, but only to May.
4	Adoption of the Operating & Capital Improvement Budget	Finance	Annual	Mandatory before or with budget adoption.
5	Authorization to submit FEMA Fire Prevention & Safety Grants	Fire	Annual	No set date, grant apps are traditionally due in summer. We have 30 days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
6	2020-2024 Ventura County Regional Consolidated Plan, 2020 Ventura County Analysis of Impediments to Fair Housing Choice, and 2020 Annual Action Plan	Housing	Every 5 years, next cycle is 2025.	Next up is for FY 2025-29.
7	Juneteenth Celebration	CMO	Annual	June 19th
8	Pride Month	CMO	Annual	Nationally recognized month.
9	Philippine Independence Day Flag Raising	CMO	Annual	June 12th
10	National Gun Violence Awareness Day	PD	Annual	June 7th

Key:
Action required
Informational
Ceremonial

Council's Annual Calendar of Routine Items

<i>July</i>				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Agmt for management & operation of the PACC	CCS	5 year agmt terminates in 2025.	Begin negotiations in 2024.
2	Agreement for purchasing, cataloging, & processing of library materials.	CCS	Every 3 years, next cycle is 2022.	Contract ends in October 2022, so need this item to be approved before then.
3	City Manager's review/contract renewal	Council	Annual	
4	City Attorney's review/contract renewal	Council	Annual	
5	Investment Policy and Annual Delegation of Investment Authority	CT/CMO	Annual	Needs to be done by end of July to become effective for the next annual cycle.
6	PLHA annual performance report	Housing	Annual	
7	County of Ventura Work Release Program	PW	Annual	Agreement expires 7/18/2021.
8	Typically 4 Grand Jury reports	various	Annual	City is required to respond within 90 days of receipt.
9	Annual Investment Report for fiscal year ending	CT	Annual	Typically in July
10	Parks and Recreation Month	CCS	Annual	
11	Presentation of Ventura County Fair Poster	CMO/CC	Annual	Usually every July

Key:
Action required
Informational
Ceremonial

August--Council is dark				
	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1				
2				
3				
4				
5				

Key:
Action required
Informational
Ceremonial

COUNCIL'S ANNUAL CALENDAR OF ROUTINE ITEMS

Presentation to Finance and Governance Committee

Shiri Klima, Deputy City Manager

September 8, 2020



RECOMMENDATION

That the Finance and Governance Committee receive and discuss the Council's Annual Calendar of Routine Items and provide feedback.

9/2/2020

SEPTEMBER

	Description	Dept	Frequency of Review	Notes (if applicable)
1	Measure O Annual Update	CMO	Annual	
2	Refresh Financial Policies under the Internal Control - Integrated Framework (ICIF)	Finance	Every 4 years, next cycle is September 2025	
3	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	Normally due before 9/30; in 2020, due to Covid, due in November. HUD waiver extended to 180 days due from close of program year. Due 12/30/2020.
4	Local Edward Byrne Memorial Justice Assistance Grant (JAG) - Authorize app & execute MOUs	PD	Annual	Date is flexible.
5	PACC Annual Report	CCS	Annual	Annual report to Council is required of Sterling Venue Ventures under current agreement. This will begin in 2021 because of lack of activity due to Covid-19 for this current year.
6	Constitution Week	CMO	Annual	Week of September 17-23
7	National Child Passenger Safety Week	Fire	Annual	Required due to OTS-provided grant (Sept 20-26, 2020).
8	Coastal Cleanup Day	PW	Annual	Third Saturday in September

OCTOBER

	Description	Dept/Div	Frequency of Review	Notes (if applicable)
1	Facilitron agreement for reservations for Recreation	CCS	Every 3 years, next cycle is January 2023.	October 2022 is preferred as the contract ends in January 2023.
2	Planning Update	CD	Annual	
3	CompuWave - Hardware purchase	IT	Every 3 years, next cycle is October 2020.	Renewal of PO; 10/13/2020
4	Ventura County High Tech Task Force	PD	Every 2 years, next cycle is 2022.	
5	All Languages Interpreting and Translating	CMO	Every 3 years, next cycle is November 2020.	This is for citywide translating services.
6	Quarterly Investment Report	CT	Quarterly	

9/2/2020

OCTOBER CONTINUED

	Description	Dept/Div	Frequency of Review	Notes (if applicable)
	Code Enforcement Officer			
7	Appreciation Week	CD	Annual	Nationally recognized month. Usually the first week of October.
8	National Community Planning Month	CD	Annual	
9	Multicultural Month	CMO	Annual	Martha organizes the Multicultural Festival with the CRC, which coordinates with this month.
	Annual Great Shakeout Earthquake			Varies between September and October. Will be on Oct 15th
10	Drill	Fire	Annual	in 2020.
11	Fire Prevention Week	Fire	Annual	Nationally recognized month. Usually the first week of October.
12	Breast Cancer Awareness Month	Fire	Annual	Nationally recognized month.
	Domestic Violence Awareness			
13	Month	PD	Annual	Nationally recognized month.

5

NOVEMBER				
	Description	Dept	Frequency of Review	Notes (if applicable)
1	Executive Resolution	HR	Next cycle is 2022.	Resolution doesn't continue to increase past 12/31/2022
2	Building Code/ Fire Code Update	CD	Every 3 years, next cycle is fall 2022.	November 2022 is preferred so Building Code can become effective January 1, 2023. Fire Marshal will be bringing some one-time changes to the Fire Code and the fee schedule in January 2021.
3	State law enforcement supplemental funding	PD	Annual	Item is flexible.
4	Asset Forfeiture Funds	PD	Annual	Went in December 2019 and would prefer to go earlier this year. Item is flexible.
5	Procedures Manual Update	CAO	Every 2 years, next cycle is 2021.	Last adopted Council Resolution No. 15,279 was on Nov. 19, 2019
6	Autumn update on Corrective Action Plan (CAP)	Finance	Semi-annual	This must occur 6 months after last CAP update, as required by Council policy.
7	Veterans Day	CMO	Annual	November 11th. Announce date of with Veterans' Parade. (In 2020, this needs to be done in October due to Council meeting dates.)
8	Extra Mile Day	CMO	Annual	November 1st
9	November	Fire	Annual	

9/2/2020

DECEMBER

	Description	Dept	Frequency of Review	Notes (if applicable)
1	Bad Debt Clean-up	B&L/ Finance	Annual	
2	ODMD Annual Assessment	CD	Annual; 5 years	Needs to align with County Assessor. Every 5 years, we need to renew this.
3	Downtown Settlement Funds	CD	Annual	Flexible schedule
4	Approve annual Council meeting calendar	Clerk	Annual	It is usually agreed upon in December to set the new dates for next calendar year.
5	Declare results of municipal election; administer oath of office to new officials	Clerk	Every 2 years, next cycle is 2020.	Typically done during the first regular meeting following the County's certification of the election.
6	Appointment of Mayor Pro Tem	Council	Every 2 years, next cycle is 2020.	Typically done during the first regular meeting following the County's certification of the election.

7

DECEMBER CONTINUED

	Description	Dept	Frequency of Review	Notes (if applicable)
7	Mayor's appointments to City Committees and Regional Boards and Commissions	Council	Every 2 years, next cycle is 2020.	Effective the following January.
8	Channel Islands Beach Community Services District Interagency Agreement for Wastewater Transportation and Treatment Services	PW	Every 2 years, next cycle is 2020.	
9	Development Agreement Annual Report	CD	Annual	Flexible schedule, just relies on Planning Commission first.
10	World AIDS Day	CMO	Annual	December 1st
11	Santa Claus comes to Council	Council	Annual	Announce Christmas Parade and Tamale Festival too.

8

9/2/2020

JANUARY				
Description	Dept	Frequency of Review	Notes (if applicable)	
1 ROPS	CD	Annual	Mandatory in January	
Conflict of Interest Code		Every 2 years, next cycle is 2022.	Either January or February, should be updated early in the Form 700 filing season to add new positions or delete old ones.	
2 Amendment/Update	Clerk			
Housing Authority: Low Rent Public Housing & Housing Choice Voucher				
3 Program Budgets for next fiscal year	Housing	Annual	Complete prior to City Budget.	
Property Insurance, General Liability Insurance and Liability Claims Administration and Adjustment				
4 Services Purchase Orders	HR	Annual		
5 Update Water rates	PW	Every 5 years, next cycle is 2021	Rates should be raised in winter.	
6 Update ER rates	PW	Every 5 years, next cycle is 2022	Rates should be raised in winter.	
7 Update Wastewater rates	PW	Every 5 years, next cycle is 2023	Rates should be raised in winter.	
8 Quarterly Investment Report	CT	Quarterly		
9 Clean Power Alliance Annual Report	CD	Annual	Flexible schedule	
10 CAFR	Finance	Annual	Best to share with Council and public after December publication. Does not have to be legally accepted by Council.	
11 311 app update	IT	Annual		
12 Dr. Martin Luther King, Jr. Day	CMO	Annual	Third Monday of January	

9

FEBRUARY				
Description	Dept	Frequency of Review	Notes (if applicable)	
1 Appointment of CAG members	Clerk	Every 2 years, next cycle is 2021.	Between Feb and March; however, appointments are made on an ongoing basis.	
2 Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021.		
3 Mid-year Budget	Finance	Annual	In 2021, this is in January. Otherwise, February.	
Authorization to submit OTS, FEMA and Homeland Security			No set date, grant apps are traditionally due for this agency in March. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.	
4 Grants	Fire	Annual		
Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan Public				
5 Hearing	Housing	Annual	Must take it after allocation notice from Congress. In 2019, we received notice in April.	
6 CRC Community Awards	CMO	Annual	Relies on the Community Relations Commission to hold a meeting to pick the recipients.	
7 Black History Month	CMO	Annual	Nationally recognized month.	

10

9/2/2020

MARCH				
	Description	Dept	Frequency of Review	Notes (if applicable)
1	Banking contract	B&L	Every 3 years starting 2021	
2	Infosend (bill printing) contract	B&L	Every 3 years starting 2021	
3	RSVP Grant Application & Revenue Approval	CCS	Annual	Will need the dates for the application window to be announced.
4	General Plan/ Housing Element Annual Report	CD	Annual	Flexible schedule, just needs to be Spring 2021
5	Real Estate Disposition priorities	CD	Every 3 years starting 2022	Flexible schedule
6	Zoning Code Clean-up	CD/CAO	Annual	Flexible schedule.
11				

MARCH CONTINUED				
	Description	Dept	Frequency of Review	Notes (if applicable)
7	Five-year Public Housing Agency (PHA) Plan, Annual Agency Plan & Capital Fund Program (CFP) Five-year Action Plan for Low Rent Public Housing	Housing	Annual, next cycle is April 2021.	Plans must be submitted to HUD by 4/16/2021.
8	Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan 2nd Public Hearing	Housing	Annual	Second public hearing must be held in June with the adoption of the Annual Action plan and submittal by 6/30/21. Must happen 30 days after first public hearing.
9	Housing Authority Investment Policy & Investment Portfolio Guidelines	Housing	Annual	Complete prior to City Budget.
10	Economic Development Annual Report	CD	Annual	Flexible schedule
11	Cesar Chavez Day	CMO	Annual	March 31st
12	Women's History Month	CMO	Annual	Nationally recognized month.
13	Brain Injury Awareness Month	CMO	Annual	Nationally recognized month.
12				

9/2/2020

APRIL				
	Description	Dept	Frequency of Review	Notes (if applicable)
1	Lease Agmt w/Continuing Development Inc. to rent a wing of the South Oxnard Center on Bard Rd.	CCS	Every 3 years, next cycle is April 2023.	April is preferred as it is 2 months before agreement expiration.
2	Visit Oxnard (OCVB) contract	CMO	Every 5 years, next cycle is 2024.	
3	Google - G Suite Enterprise Licenses	IT	Every 3 years, next cycle is August 2021.	Services expire August 2021
4	Tyler Technologies - New World 911 System	IT	Every 3 years, next cycle is June 2021.	Services expire June 2021
5	Renewal of investigative & crime analysis software agreement	PD	Every 3 years, next cycle is April 2021.	Cancellation must be done at least 60 days prior to contract end date, 4/30/21; otherwise automatic 12 month renewal starts.
6	OTS bicycle & pedestrian safety grant	PD	Annual	Date is flexible, but needs to go before the end of the fiscal year.
7	OTS STEP Grant	PD	Annual	Date is flexible, but needs to go before the end of the fiscal.
8	5-Year Capital Improvement Program (CIP)	PW	Annual	Needs to be completed by end of fiscal year. Prefer June.
9	RMRA Listing of Roadway Maintenance Projects	PW	Annual	CTC requires approved list to be submitted typically in May.
13				

APRIL CONTINUED				
	Description	Dept	Frequency of Review	Notes (if applicable)
11	Quarterly Investment Report	CT	Quarterly	
12	Donate Life Month	CMO	Annual	Nationally recognized month. Some years we do a Council ceremony, and other years we mail a proclamation.
13	Sexual Violence Awareness Month	CMO	Annual	Nationally recognized month.
14	Public Safety Dispatchers Month	Fire	Annual	
15	Fair Housing Month	Housing	Annual	Nationally recognized month.
16	Child Abuse Awareness Month	PD	Annual	Nationally recognized month.
17	Earth Day	PW	Annual	April 22nd
18	Arbor Day	PW	Annual	Last Friday in April
14				

9/2/2020

MAY				
	Description	Dept	Frequency of Review	Notes (if applicable)
1	Development Fee Update	CD	Annual	Preferred May 2021 so that is can be effective with the fiscal year.
2	Authorization to submit Emergency Management Performance Grant	Fire	Annual	No set date, grant applications are traditionally due for this agency in May or June. We have thirty days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
3	OPOA, OPSMA, and IAFF MOUs	HR	Next cycle is 2021.	Contract terminates 6/30/2021
4	OMMA, SEIU and IUOE MOUs	HR	Next cycle is 2022.	Contract terminates 6/30/2022
5	Agreement for body worn cameras and licenses for 200 cameras under two contracts.	PD	Every 5 years, next cycle is May 2021.	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
6	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	Every 3 years, next cycle is 2022.	Contract terminates June 30, 2022, and relies on the school districts' contract initiation
7	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	Ventura County Animal Services agreement must be completed before June 30th.
8	LMD Engineers Report & Approval of Levy Public Notice Part 2	PW	Annual	Needs to be completed by end of fiscal year.
				15

MAY CONTINUED				
	Description	Dept	Frequency of Review	Notes (if applicable)
9	Waterways Assessment District and Community Facilities Districts' assessment	PW	Annual	Needs to be completed by end of fiscal year.
10	Agreement for gas/water monitoring for the Santa Clara Landfill	PW	Annual	Agreement with Ventura Regional Sanitation District expires June 30, 2021
11	Utility Rate Assistance Program ("Project Assist")	PW	Annual	Resolution takes effect July 1st.
12	Senior Services Commission Report	CCS	Annual	Normally brought to Council during Older Americans Month (May) and report is initiated by the Senior Services Commission.
13	ERP annual report	CMO	Annual	
14	Presentation of Single Audit Report	Finance	Annual	Best to share Single Audit with Council and public right after publication. Prefer to share this at the same time as the CAP update. Relies on the Auditor. Does not have to be legally accepted by Council.
15	Spring Update on Corrective Action Plan (CAP)	Finance	Semi-annual	CAP updates every 6 months required by Council policy. Prefer to share this at the same time as the single audit presentation.
16	Older Americans Month	CCS	Annual	Nationally recognized month.
17	Building Safety Month	CD	Annual	Nationally recognized month. Usually the first or second week of May.
18	Municipal Clerks Week	Clerk	Annual	Can go to Council at the last April meeting or the first May meeting
19	National Beach Safety Week	Fire	Annual	
20	Public Works Week	PW	Annual	Nationally recognized week.
				16

9/2/2020

JUNE			
Description	Dept	Frequency of Review	Notes (if applicable)
Resolutions calling municipal election; adopt rules for candidate statements	Clerk	Every 2 years, next cycle is 2022.	Due to the County by June 30th.
Public Hearing on the Operating Budget	Finance	Annual	Must precede budget adoption.
Public Safety Property Tax Assessment	Finance	Annual	Needs to meet with County deadline for placing assessment on property tax bills. Can be moved up, but only to May.
Adoption of the Operating & Capital Improvement Budget	Finance	Annual	Mandatory before or with budget adoption.
Authorization to submit FEMA Fire Prevention & Safety Grants	Fire	Annual	No set date, grant apps are traditionally due in summer. We have 30 days to apply for the grant once it is announced. This date is fluid until we know if the grants are being offered and if Fire has any applicable needs.
2020-2024 Ventura County Regional Consolidated Plan, 2020 Ventura County Analysis of Impediments to Fair Housing Choice, and 2020 Annual Action Plan	Housing	Every 5 years, next cycle is 2025.	Next up is for FY 2025-29.
7 Juneteenth Celebration	CMO	Annual	June 19th
8 Pride Month	CMO	Annual	Nationally recognized month.
Philippine Independence Day Flag Raising	CMO	Annual	June 12th
National Gun Violence Awareness Day	PD	Annual	June 7th

17

JULY			
Description	Dept	Frequency of Review	Notes (if applicable)
Agmt for management & operation of the PACC	CCS	5 year agmt terminates in 2025.	Begin negotiations in 2024.
Agreement for purchasing, cataloging, & processing of library materials.	CCS	Every 3 years, next cycle is 2022.	Contract ends in October 2022, so need this item to be approved before then.
City Manager's review/contract renewal	Council	Annual	
City Attorney's review/contract renewal	Council	Annual	
Investment Policy and Annual Delegation of Investment Authority	CT/CMO	Annual	Needs to be done by end of July to become effective for the next annual cycle.
6 PLHA annual performance report	Housing	Annual	
County of Ventura Work Release Program	PW	Annual	Agreement expires 7/18/2021.
8 Typically 4 Grand Jury reports	various	Annual	City is required to respond within 90 days of receipt.
Annual Investment Report for fiscal year ending	CT	Annual	Typically in July
10 Parks and Recreation Month	CCS	Annual	
Presentation of Ventura County Fair Poster	CMO/CC	Annual	Usually every July

18

AUGUST

<i>Council is dark</i>				
	Description	Dept	Frequency of Review	Notes (if applicable)
1				
2				
3				
4				
5				

19

ASPIRATIONAL ITEMS

1. Annual reports from all CAGs, not just the Senior Services Commission and the Commission on Community Relations
2. Annual updates from representatives on each regional board

20

Questions



21