

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 22, 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 September 8, 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 Calendars of Routine Items. (10/10/10)

RECOMMENDATION: That the Finance and Governance Committee receive and discuss this iteration of the Council's Annual Calendar of Routine Items (and related Committee Annual Calendars), provide feedback, and forward to the City Council.

Contact: Alexander Nguyen, (805) 385-7430

2. City Manager Department

SUBJECT: Continuing to Wean Off of Measure O. (10/10/10)

RECOMMENDATION: That the Finance and Governance Committee receive and file an update regarding the Measure O weaning process.

Contact: Alexander Nguyen, (805) 385-7430

3. City Manager Department

SUBJECT: Internal Auditor RFP Update. (5/5/5)

RECOMMENDATION: That the Finance and Governance Committee receive and file an update on the internal auditor request for proposals.

Contact: Alexander Nguyen, (805) 385-7430

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

MINUTES
 OXNARD CITY COUNCIL
 FINANCE AND GOVERNANCE COMMITTEE
 Regular Meeting
 September 8, 2020

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 9:36 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 (arrived at 9:38 a.m.) 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; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

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

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

D. REPORTS

City Manager Department

1. SUBJECT: Council's Annual Calendar of Routine Items.

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

The Deputy City Manager gave a report. Discussion ensued among the Committee and staff. No action was required.

E. ITEMS FOR FUTURE AGENDAS

Chair Flynn announced that at the next meeting the Committee would review and prioritize previous future agenda requests.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Flynn adjourned the meeting at 10:22 a.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: September 22, 2020

TO: Finance & Governance Committee

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

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

RECOMMENDATION

That the Finance and Governance Committee receive and discuss this iteration of the Council's Annual Calendar of Routine Items (and related Committee Annual Calendars), provide feedback, and forward to the City Council.

BACKGROUND

On September 8, 2020, the Finance and Governance Committee saw staff's beginning list of items for Council's Annual Calendar of Routine Items. As we then explained, we need to do a better job of managing the Council meeting agendas to balance the needs of routine items with deadlines against the number of items on each meeting agenda. So, staff began compiling a list of items that occur routinely—meaning quarterly, semi-annually, annually, or every few years—around which we can schedule non-routine items.

DISCUSSION

Staff now has a more complete calendar of the routine items that come before Council. As you can see, we added many new items. Also, pursuant to request of the Committee Member Lopez on September 8th, staff has included the amount of time we anticipate each item will take. Finally, we have also built out calendars of these items for the five Committees.

Once again, we ask the Finance and Governance Committee to review the proposed Calendars and offer any suggestions for re-balancing items to provide a better flow of work. Then, with the Committee's permission, staff will proceed with this item to Council for further feedback. Once received by Council, this will become staff's regular calendar around which we will schedule non-routine items.

Attached also is staff's list of significant, non-routine items coming forward to Council in FY 20-21 so you can prepare for this busy year. This is not a complete list.

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

There is no financial impact.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. Council's Annual Calendar of Routine Items
2. Finance & Governance Committee's Annual Calendar of Routine Items
3. Public Works & Transportation Committee's Annual Calendar of Routine Items
4. Public Safety Committee's Annual Calendar of Routine Items
5. Housing & Economic Development Committee's Annual Calendar of Routine Items
6. Community Services Committee's Annual Calendar of Routine Items
7. Significant, Non-Routine Items in FY 20-21
8. 9.22.20 Council's Annual Calendar Presentation

August--Council is dark						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1						
2						
3						
4						
5						

Key:
Informational

2

3

4

Key:
Action required
Informational

6

Key:
Action required
Informational

Key:
Informational

<i>May</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

10

11

<i>August--Council is dark</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

1

2

3

<i>December</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Update Water rates	PW	Every 5 years, next cycle is 2022	15/20/30	
2	Update ER rates	PW	Every 5 years, next cycle is 2023	15/20/30	
3	Update Wastewater rates	PW	Every 5 years, next cycle is 2024	15/20/30	
4	Architectural design professional services agreement	PW	3 years, next cycle is 2021	5/5/5	
5	Waste container bid parts and supplies purchase	PW	3 years, next cycle is 2020	5/5/5	
6	Traffic signal repair and maintenance on-call agreement	PW	3 years, next cycle is 2021	5/5/5	
7	On-call roll up door maintenance and repair service agreement	PW	3 years, next cycle is 2022	5/5/5	
8	Environmental Resources Business Plan	PW	5 years, next cycle is 2026	10/10/15	
9	Tire removal and hauling service agreement for Environmental Resources	PW	3 years, next cycle is 2022	5/5/5	
10	Custodial service agreement for Oxnard Transit Center	PW	3 years, next cycle is 2023	5/5/5	
11	Pavement inventory plan agreement	PW	3 years, next cycle is 2023	5/5/5	
12	Generator and heavy equipment maintenance agreement	PW	3 years, next cycle is 2023	5/5/5	
					Key:
					Action required

5

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Seabridge CFD 4 Landscape Maintenance Contract	PW	3 years, next cycle is 2021	5/5/5	Special Districts
2	Landscape maintenance agreement for Waterways	PW	3 years, next cycle is 2021	5/5/5	Special Districts
3	On-call maintenance & repair services for Waterways	PW	3 years, next cycle is 2023	5/5/5	Special Districts
4	Golf course management agreement	PW	3 years, next cycle is 2022	10/10/10	
5	AMI-capable water meters PO	PW	Annual	5/5/5	
6	Custodial services for Water, WW and ER	PW	3 years, next cycle is 2022	5/5/5	
7	Landscape maintenance service agreement - various locations	PW	3 years, next cycle is 2023	5/5/5	
					Key:
					Action required

7

8

9

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	County of Ventura Work Release Program	PW	Annual	5/5/5	Agreement expires 7/18/2021.
2	On-call irrigation service agreement for Special Districts	PW	3 years, next cycle is 2021	5/5/5	Special Districts
3	Vehicle mobile wash and detailing service agreement for ER	PW	3 years, next cycle is 2021	5/5/5	
4	Tire service and repair agreement for Fleet	PW	3 years, next cycle is 2022	5/5/5	
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Biosolids hauling and disposal agreement for Wastewater	PW	3 years, next cycle is 2021	5/5/5	
2	Foaming root control service agreement for Wastewater	PW	3 years, next cycle is 2022	5/5/5	
3	Labor compliance service agreement for Engineering	PW	3 years, next cycle is 2022	5/5/5	
4	On-call lighting and electrical repair agreement	PW	5 years, next cycle is 2021	5/5/5	Special Districts
					Key:
					Action required

August--Council is dark					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					
4					
5					

1

2

November					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<i>December</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

January					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021	20/20/20	Council discussion in special meeting in February, followed by regular Council meeting in March
					Key:
					Action required

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

7

<i>April</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Agreement for body worn cameras and licenses for 200 cameras under two contracts.	PD	Every 5 years, next cycle is May 2021	10/5/5	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
2	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	Every 3 years, next cycle is 2022	10/10/10	Contract terminates June 30, 2022, and relies on the school districts' contract initiation
3	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	15/5/5	Ventura County Animal Services agreement must be completed before June 30th.
					Key:
					Action required

<u>May</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Grand Jury report on Annual Detention Facilities and Law Enforcement Report	PD	Annual	10/10/10	City is required to respond within 90 days of receipt.
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Local Edward Byrne Memorial Justice Assistance Grant (JAG) - Authorize app & execute MOUs	PD	Annual	5/5/5	Date varies each year. In 2020, going to Committee 9/22 and to Council (public hearing) 10/20.
					Key:
					Action required

<i>August--Council is dark</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<u>September</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<i>October</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

Key:
Action required

Key:
Action required

Key:
Action required

6

March					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Visit Oxnard (OCVB) contract	CMO	Every 5 years, next cycle is 2024	10/10/10	
					Key:
					Action required

Key:
Action required

May					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	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	15/15/15	Next up is for FY 2025-29.
					Key:
					Action required

June					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Permanent Local Housing Allocation (PLHA) annual performance report	Housing	Annual	5/10/5	Must be approved by Council between June 30 and July 31
					Key:
					Action required

July					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	10/10/10	Normally due before 9/30
					Key:
					Action required

August--Council is dark					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

1

<u>October</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

November					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

Key:
Informational

January					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1	Five-Year Council Priorities	CMO	Every 5 years, next cycle is 2021	20/20/20	Council discussion in special meeting in February, followed by regular Council meeting in March
					Key:
					Action required

February					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<u>March</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
3					

<i>April</i>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
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3					

<u>May</u>					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
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10

11

August--Council is dark					
	Description	Dept	Frequency of Review	Projected Time for Committee	Notes (if applicable)
1					
2					
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Significant, Non-Routine Items in FY 20-21
(non-exhaustive list)

Billing and Licensing

1. Passing of convenience (credit card) fees onto customers

Community Development -- Economic Development

2. Saviers Property Based/Business Improvement District (PBID) - Zocalo

Community Development -- Sustainability

3. Flood management ordinance update per FEMA mandates
4. Local Coastal Plan Update Amendment: FEMA Impacts, Coastal Height Check-in, Sea Level Rise
5. Climate Action Plan - kick off, study sessions, pre and post adoption; and phased implementation and recommendations

Community Development -- Environmental

6. CEQA Guidelines Update - Vehicles Miles Travelled Thresholds
7. Ormond Beach Restoration Access Plan & Reuse agreement/master planning associated with Ormond Beach Generating Station property (see, A-8207 Section 4.a re Post-Demo Plan).

Community Development -- General Plan Elements and Amendments/Housing Element

8. 6th Cycle (2021-2029) Housing Element Update (adoption by Oct. 15, 2021 deadline)
9. General Plan Update: Safety Element update; Housing Element; Incorporation of environmental justice provisions
10. General Plan / Housing Element Annual Report

Community Development -- Policies or Zone Code Amendments

11. Short Term Vacation Rentals - Review California Coastal Commission Modifications
12. Master Wireless License Agreement
13. Firearms Buffers from Hospitals and Clinics
14. Downtown Code Ordinance Amendment
15. Oxnard City Code Ordinance Amendment - Permit Process Improvements

Community Development -- Significant Agreements

16. Contract for Harbor Patrol services
17. California Environmental Quality Act (CEQA) on call consultant contract
18. Short Term Vacation Rental
19. Planning Services Contracts
20. Consultant Plan Check & Inspection services contract

Community Development -- Fee Studies and Updates

- 21. Planning and Building Fee Schedule Update (CPI Increases)
- 22. Downtown parking In-Lieu Fee
- 23. Alcohol, Cannabis Tobacco, FireArms monitoring fee
- 24. Consistency adjustments to DIF fees adoptive ordinances & resolutions.

Community Development -- Projects

- 25. Teal Club Specific Plan
- 26. Oxnard Harbor District 34 Acre Hueneme Road project
- 27. RiverPark Specific Plan Amendment / Development Agreements
- 28. Wagon Wheel Specific Plan Amendment / Development Agreement / Tentative Map
- 29. Oxnard Unified High School District - Del Sol Campus (Reimbursement Agreement)
- 30. Oxnard School District - Seabridge K-5 Elementary School land swap
- 31. Electronic Billboard Ordinance Amendment / Specific Plan Amendments / Development Agreements
- 32. City/County Tax Sharing Agreement
- 33. County of Ventura Harbor Visioning

Finance

- 34. Authorization to issue 2020 Water Revenue Bonds
- 35. ICIF next steps

Housing

- 36. Homeless Solutions Center Disposition and Development Agreement (DDA)
- 37. Ormond Beach Homeless Encampment Response
- 38. Release and Review of Request for Proposals/Qualifications for various Affordable Housing Developments
- 39. Housing Authority Items for Moving to Work, Choice Neighborhood, Mainstream Grants

Police

- 40. Approximately \$700,000 fleet purchase

Public Works -- Capital Projects (Construction Contract Awards*)

- 41. 6 Street Resurfacing, Traffic Signal, and Sidewalk Installation Projects
- 42. 4 Roof Replacements/Repair Projects
- 43. 17 Utility CIP Projects
- 44. 5 Parks and Community Facilities CIP Projects
- 45. 2 Special Districts CIP Projects
- 46. 4 Mobility CIP Projects

*Subject to availability of materials at time of award, which has been problematic during Covid

Public Works -- Significant Agreements

- 47. ER Resource Management Plan Agreement

- 48. Water Resource Management Plan Update
- 49. Landfill disposal agreement term extensions and new agreement
- 50. Channel Islands Beach District interagency agreement term extension
- 51. Campus Park landscape design services agreement
- 52. Wagon Wheel landscape maintenance agreement and the HOA reimbursement agreement (Special Districts)
- 53. Northshore CFD reformation (Special Districts)

Public Works -- Major Purchases

- 54. Purchase of an excavator, crane truck and rolloff truck for Wastewater Division
- 55. Purchase of yard tractors for Wastewater and ER Divisions
- 56. Lease/purchase of refuse collection trucks for ER Division

Public Works -- Other Significant Items

- 57. CFD 2, CFD 4 and CFD 5 reserve studies (Special Districts)
- 58. FEMA BRIC, CDBG-MIT, and Statewide Park Program Grant Applications
- 59. Adopt a Park Program
- 60. Parks Master Plan
- 61. Continue negotiations with Fox Canyon Groundwater Management Agency regarding groundwater allocation and ramp-down process
- 62. New FTE Requests
- 63. Heavy Weight Corridor - Request to Include Oxnard's Chiquita Facility Route (resolution)
- 64. Chapter 18 Floodplain Ordinance revisions (FEMA) (Public Hearing)
- 65. Channel Islands Harbor water quality update

COUNCIL'S ANNUAL CALENDAR OF ROUTINE ITEMS

Presentation to Finance and Governance Committee

Shiri Klima, Deputy City Manager

September 22, 2020



RECOMMENDATION

2

That the Finance and Governance Committee receive and discuss the Council's Annual Calendar of Routine Items (and related Committee Annual Calendars), provide feedback, and forward to the City Council.

SEPTEMBER

3

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Measure O Annual Update	CMO	Annual	10/10/10	FGC	
2	Refresh Financial Policies under the Internal Control - Integrated Framework (ICIF)	Finance	4 years, next cycle is 2024	15/15/10	FGC	
3	Consolidated Annual Performance & Evaluation Report (CAPER)	Housing	Annual	10/10/10	HEDC	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	5/5/5	PSC	Date varies each year. In 2020, going to Committee 9/22 and to Council (public hearing) 10/20.
5	Biosolids hauling and disposal agreement for Wastewater	PW	3 years, next cycle is 2021	Info/consent	PWTC	
6	Foaming root control service agreement for Wastewater	PW	3 years, next cycle is 2022	Info/consent	PWTC	
7	Labor compliance service agreement for Engineering	PW	3 years, next cycle is 2022	Info/consent	PWTC	
8	On-call lighting and electrical repair agreement	PW	5 years, next cycle is 2021	Info/consent	PWTC	Special Districts

SEPTEMBER

4

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	PACC Annual Report	CCS	Annual	10/10/10	CSC	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 calendar year.
10	Constitution Week	CMO	Annual	5	No	Week of September 17-23
11	National Child Passenger Safety Week	Fire	Annual	5	No	Required due to OTS-provided grant (Sept 20-26, 2020).
12	Coastal Cleanup Day	PW	Annual	5	No	Third Saturday in September

Key:

Action required

Informational

Ceremonial

OCTOBER

5

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Facilitron agreement for reservations for Recreation	CCS	3 years, next cycle is 2022	Info/consent	CSC	
2	Planning Update	CD	Annual	15/10/10	No	
3	Ventura County High Tech Task Force	PD	2 years, next cycle is 2022	Info/consent	PSC	
4	Citywide street sweeping service agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
5	Purchase of metal refuse bin containers	PW	3 years, next cycle is 2020	Info/consent	PWTC	
6	Riverpark maintenance agreement (landscape and ballfield)	PW	3 years, next cycle is 2022	Info/consent	PWTC	Special Districts
7	Utility chemicals POs	PW	3 years, next cycle is 2022	Info/consent	PWTC	
8	Ferrous chloride PO for OWTP	PW	3 years, next cycle is 2022	Info/consent	PWTC	

OCTOBER

6

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	All Languages Interpreting and Translating	CMO	3 years, next cycle is 2021	Info/consent	FGC	One year extension in 2020 then a RFP will go out in 2021 for a new 3 year agreement.
10	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
11	Code Enforcement Officer Appreciation Week	CD	Annual	5	No	State recognized month. Usually the second week of October.
12	National Community Planning Month	CD	Annual	10	No	
13	Multicultural Month	CMO	Annual	10	No	Martha organizes the Multicultural Festival with the CRC, which coordinates with this month.
14	Annual Great Shakeout Earthquake Drill	Fire	Annual	5	No	Varies between September and October. Will be on Oct 15th in 2020.
15	Fire Prevention Week	Fire	Annual	5	No	Nationally recognized month. Usually the first week of October.
16	Breast Cancer Awareness Month	Fire	Annual	5	No	Nationally recognized month.
17	Domestic Violence Awareness Month	PD	Annual	5	No	Nationally recognized month.

NOVEMBER

7

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Procedures Manual Update	CAO	2 years, next cycle is 2021	10/30/30	FGC	Last adopted Council Resolution No. 15,279 was on Nov. 19, 2019
2	Building Code/ Fire Code Update	CD	3 years, next cycle is fall 2022	Public Hearing 10/10/5; Info Consent 2nd reading in 30 days	No	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	Resolution regarding Executives & Non-Represented Employees	HR	Next cycle is 2022	5/5/5	No	Resolution doesn't continue to increase past 12/31/2022
4	State law enforcement supplemental funding	PD	Annual	Info/consent	PSC	Item is flexible.
5	Asset Forfeiture Funds	PD	Annual	Info/consent	PSC	Went in December 2019 and would prefer to go earlier this year. Item is flexible.
6	NPDES stormwater testing service agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
7	Storm vault scheduled maintenance and on-call service agreement - Public Work	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
8	Lab testing and monitoring service agreement for OWTP	PW	3 years, next cycle is 2020	Info/consent	PWTC	
9	Resource Management Plan Update / Water Rate Study	PW	5 years, next cycle is 2022	10/10/30	PWTC	Public Hearing 1st & 2nd Readings

NOVEMBER

8

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
10	Hydrogeologic consulting service agreement	PW	5 years, next cycle is 2021	Info/consent	PWTC	
11	Haul residential household hazardous waste agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
12	Antiscalant PO for AWPf	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Citric acid PO for AWPf	PW	3 years, next cycle is 2022	Info/consent	PWTC	
14	Parts and supplies PO for Fleet	PW	4 years, next cycle is 2024	Info/consent	PWTC	
15	Fleet leasing and maintenance agreement	PW	5 years, next cycle is 2025	10/10/10	PWTC	
16	Autumn update on Corrective Action Plan (CAP)	Finance	Semi-annual	15/10/10	FGC	This must occur 6 months after last CAP update, as required by Council policy.
17	Veterans Day	CMO	Annual	5	No	November 11th. Announce date of with Veterans' Parade. (In 2020, this needs to be done in October due to Council meeting dates.)
18	Extra Mile Day	CMO	Annual	5	No	November 1st
19	November	Fire	Annual	5	No	

DECEMBER

9

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Bad Debt Clean-up	B&L/ Finance	Annual	10/10/5	FGC	
2	ODMD Annual Assessment Agreement	CD	Annual; 5 years	10/10/10	HEDC	Needs to align with County Assessor. Every 5 years, we need to renew this.
3	Downtown Settlement Funds	CD	Annual	10/10/10	HEDC	Flexible schedule
4	Approve annual Council meeting calendar	Clerk	Annual	Info/consent	No	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	2 years, next cycle is 2020	5/10/5	No	Typically done during the first regular meeting following the County's certification of the election.
6	Appointment of Mayor Pro Tem	Council	2 years, next cycle is 2020	5/5/5	No	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	2 years, next cycle is 2020	10/10/10	No	Effective the following January.
8	Channel Islands Beach Community Services District Interagency agreement for wastewater transportation and treatment services	PW	2 years, next cycle is 2020	Info/consent	PWTC	

DECEMBER

10

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	Uniform rental, purchase and laundry services agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	
10	Westport landscape maintenance agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
11	LMD landscape maintenance agreement	PW	3 years, next cycle is 2020	Info/consent	PWTC	Special Districts
12	Haul recycled glass service agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Fuel card program agreement for Fleet	PW	3 years, next cycle is 2022	10/10/10	PWTC	
14	Refrigerant recovery and extraction from appliances agreement for ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
15	On-call tree maintenance agreement	PW	5 years, next cycle is 2024	Info/consent	PWTC	
16	World AIDS Day	CMO	Annual	5	No	December 1st
17	Santa Claus comes to Council	Council	Annual	10	No	Announce Christmas Parade and Tamale Festival too.

JANUARY

11

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Recognized Obligation Payment Schedule (ROPS)	CD	Annual	Info/consent	HEDC	Mandatory in January
2	Conflict of Interest Code Amendment/Update	Clerk	2 years, next cycle is 2022	Info/consent	No	Either January or February, should be updated early in the Form 700 filing season to add new positions or delete old ones.
3	Property Insurance, General Liability Insurance and Liability Claims Administration and Adjustment Services Purchase Orders	HR	Annual	Info/consent	No	
4	Update Water rates	PW	5 years, next cycle is 2022	15/20/30	PWTC	
5	Update ER rates	PW	5 years, next cycle is 2023	15/20/30	PWTC	
6	Update Wastewater rates	PW	5 years, next cycle is 2024	15/20/30	PWTC	
7	Architectural design professional services agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
8	Waste container bid parts and supplies purchase	PW	3 years, next cycle is 2020	Info/consent	PWTC	
9	Traffic signal repair and maintenance on-call agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
10	On-call roll up door maintenance and repair service agreement	PW	3 years, next cycle is 2022	Info/consent	PWTC	

JANUARY

12

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
11	Environmental Resources Business Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	
12	Tire removal and hauling service agreement for Environmental Resources	PW	3 years, next cycle is 2022	Info/consent	PWTC	
13	Custodial service agreement for Oxnard Transit Center	PW	3 years, next cycle is 2023	Info/consent	PWTC	
14	Pavement inventory plan agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
15	Generator and heavy equipment maintenance agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
16	Development Agreement Annual Report	CD	Annual	Info/consent	No	Flexible schedule but Planning Commission first
17	Clean Power Alliance Annual Report	CD	Annual	15/10/10	FGC	Flexible schedule
18	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
19	311 app update	IT	Annual	20/20/15	CSC	
20	Dr. Martin Luther King, Jr. Day	CMO	Annual	5	No	Third Monday of January

FEBRUARY						13
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Appointment of CAG members	Clerk	2 years, next cycle is 2021	Info/consent	No	Between Feb and March; however, appointments are made on an ongoing basis.
2	Five-Year Council Priorities	CMO	5 years, next cycle is 2021	4 hours	Yes, to all 5 Committees	Council discussion in special meeting in February, followed by regular Council meeting in March
3	Mid-year Budget	Finance	Annual	20/10/5	No	In 2021, this is in January. Otherwise, February.
4	Authorization to submit OTS, FEMA and Homeland Security Grants	Fire	Annual	Info/consent	No	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	Supply and delivery of anionic polymer agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
6	Waterworks supplies PO for Water	PW	Annual	Info/consent	PWTC	
7	On-call civil engineering service agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
8	Engineering regulatory and financial support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	

FEBRUARY						14
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	On-call wastewater and recycled water process support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
10	Local Limits Ordinance Update - Wastewater	PW	5 years, next cycle is 2021	10/10/10	PWTC	Public Hearing
11	HVAC maintenance and repair for AWP/OWTP	PW	2 years, next cycle is 2022	Info/consent	PWTC	
12	Landfill disposal agreements	PW	5 years, next cycle is 2021	10/15/20	PWTC	
13	ERP annual report	CMO	Annual	15/10/10	FGC	
14	CAFR	Finance	Annual	20/10/5	FGC	Best to share with Council and public after December publication. Does not have to be legally accepted by Council.
15	CRC Community Awards	CMO	Annual	15	No	Relies on the Community Relations Commission to hold a meeting to pick the recipients.
16	Black History Month	CMO	Annual	5	No	Nationally recognized month.

MARCH

15

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Banking contract	B&L	3 years starting 2021	5/10/5	FGC	
2	Infosend (bill printing) contract	B&L	3 years starting 2021	Info/consent	FGC	
3	RSVP Grant Application & Revenue Approval	CCS	Annual	Info/consent	No	Will need the dates for the application window to be announced.
4	General Plan/ Housing Element Annual Report	CD	Annual	15/5/5	No	Flexible schedule, just needs to be Spring 2021
5	Real Estate Disposition priorities	CD	3 years starting 2022	10/15/5	HEDC	Flexible schedule
6	Zoning Code Clean-up	CD/CAO	Annual	10/10/10	No	Flexible schedule. Goes to Planning Commission first.
7	Five-Year Council Priorities	CMO	5 years, next cycle is 2021	1 hour	No	At Council regular meeting, following February Committee meetings and Council special meeting
8	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	Board of Commissioners 15/15/15	HEDC	Plans must be submitted to HUD by 4/16/2021.
9	Regional Consolidated Plan and Annual Action Plan Fiscal Year	Housing	5 years, next cycle is 2025	15/15/15	HEDC	
10	Seabridge CFD 4 Landscape Maintenance Contract	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts

MARCH

16

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee ?	Notes (if applicable)
11	Landscape maintenance agreement for Waterways	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
12	On-call maintenance & repair services for Waterways	PW	3 years, next cycle is 2023	Info/consent	PWTC	Special Districts
13	Golf course management agreement	PW	3 years, next cycle is 2022	10/10/20	PWTC	
14	AMI-capable water meters PO	PW	Annual	Info/consent	PWTC	
15	Custodial services for Water, WW and ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
16	Landscape maintenance service agreement - various parks locations	PW	3 years, next cycle is 2023	Info/consent	PWTC	Not Special Districts
17	Economic Development Annual Report	CD	Annual	10/15/10	HEDC	Flexible schedule
18	Cesar Chavez Day	CMO	Annual	5	No	March 31st
19	Women's History Month	CMO	Annual	5	No	Nationally recognized month.
20	Brain Injury Awareness Month	CMO	Annual	5	No	Nationally recognized month.

APRIL

17

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Lease Agmt w/Continuing Development Inc. to rent a wing of the South Oxnard Center on Bard Rd.	CCS	3 years, next cycle is 2023	5/5/5	No	April is preferred as it is 2 months before agreement expiration.
2	Recovery of Nuisance Abatement	CD	Annual	5/10/5	No	Public Hearing
3	Code Civil Citations	CD	Annual	5/10/5	No	Public Hearing
4	Google - G Suite Enterprise Licenses	IT	3 years, next cycle is 2021	Info/consent	FGC	Services expire August 2021
5	Tyler Technologies - New World 911 System	IT	3 years, next cycle is 2021	Info/consent	FGC	Services expire June 2021
6	Renewal of investigative & crime analysis software agreement	PD	3 years, next cycle is 2021	10/5/5	PSC	Cancellation must be done at least 60 days prior to contract end date, 4/30/21; otherwise automatic 12 month renewal starts.
7	OTS bicycle & pedestrian safety grant	PD	Annual	Info/consent	PSC	Date is flexible, but needs to go before the end of the fiscal year.
8	OTS STEP Grant	PD	Annual	Info/consent	PSC	Date is flexible, but needs to go before the end of the fiscal year.
9	5-Year Capital Improvement Program (CIP)	PW	Annual	30/10/20	PWTC	Needs to be completed by end of fiscal year. Goes to Planning Commission before PWTC.
10	RMRA Listing of Roadway Maintenance Projects	PW	Annual	Info/consent	PWTC	CTC requires approved list to be submitted typically in May.

APRIL

18

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
11	LMD Engineers Report & Approval of Levy Public Notice Part 1	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
12	Automated metering infrastructure PO for Water	PW	5 years, next cycle is 2021	Info/consent	PWTC	
13	On-call water process support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
14	Waste transfer supplemental hauling services agreement for ER	PW	3 years, next cycle is 2021	Info/consent	PWTC	
15	Baler wire PO for MRF	PW	3 years, next cycle is 2021	Info/consent	PWTC	
16	On-call mechanical facility repair & maintenance agreement - Public Work	PW	3 years, next cycle is 2022	Info/consent	PWTC	
17	Water samples testing services agreement	PW	3 years, next cycle is 2023	Info/consent	PWTC	
18	Urban Water Management Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	Public Hearing 1st reading. Subject to change per State's final schedule

APRIL

19

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
19	Quarterly Investment Report	CT	Quarterly	5/5/5	FGC	
20	Donate Life Month	CMO	Annual	5	No	Nationally recognized month. Some years we do a Council ceremony, and other years we mail a proclamation.
21	Sexual Violence Awareness Month	CMO	Annual	5	No	Nationally recognized month.
22	Public Safety Dispatchers Month	Fire	Annual	5	No	
23	Fair Housing Month	Housing	Annual	15	No	Nationally recognized month.
24	Child Abuse Awareness Month	PD	Annual	5	No	Nationally recognized month.
25	Earth Day	PW	Annual	15	No	April 22nd
26	Arbor Day	PW	Annual	15	No	Last Friday in April

MAY

20

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Fee Schedule Update	CD	Annual	Info/consent	HEDC	Preferred May so that it can be effective with the fiscal year.
2	Authorization to submit Emergency Management Performance Grant	Fire	Annual	Info/consent	No	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	Housing Authority: Low Rent Public Housing & Housing Choice Voucher Program Budgets for next fiscal year & Housing Authority Investment Policy & Investment Portfolio Guidelines	Housing	Annual	Board of Commissioners 10/10/10	HEDC	Numbers not available until April. Complete prior to City Budget.
4	OPOA, OPSMA, and IAFF MOUs	HR	3 years, next cycle is 2021	10/5/5	No	Contract terminates 6/30/2021
5	OMMA, SEIU and IUOE MOUs	HR	3 years, next cycle is 2022	10/5/5	No	Contract terminates 6/30/2022
6	Agreement for body worn cameras and licenses for 200 cameras under two contracts	PD	5 years, next cycle is 2021	10/5/5	PSC	May 2021 (Axon) is for 150 of the 200 cameras and licenses and October 2021 (Evidence.com); might be able to consolidate the contracts.
7	School Resource Officer contracts - OUHSD, HSD, Rio SD	PD	3 years, next cycle is 2022	10/10/10	PSC	Contract terminates June 30, 2022, and relies on the school districts' contract initiation.

MAY						
21						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
8	Agreement to provide animal safety services and animal licensing to the residents of Oxnard	PD	Annual	Info/consent	PSC	Ventura County Animal Services agreement must be completed before June 30th.
9	LMD Engineers Report & Approval of Levy Public Notice Part 2	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
10	Waterways Assessment District and Community Facilities Districts' assessment	PW	Annual	5/5/5	PWTC	Needs to be completed by end of fiscal year.
11	Agreement for gas/water monitoring for the Santa Clara Landfill	PW	Annual	Info/consent	PWTC	Agreement with Ventura Regional Sanitation District expires June 30, 2021
12	Utility Rate Assistance Program ("Project Assist")	PW	Annual	5/10/5	PWTC	Resolution takes effect July 1st.
12	Polymer supply and delivery PO for WWTP	PW	3 years, next cycle is 2021	Info/consent	PWTC	
13	Wastewater and water certified operations support agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
14	Organic material processing (grass clippings, wood, food waste and other organic material) agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	
15	Supplies of liquid lime PO for AWWPF to balance PH levels	PW	3 years, next cycle is 2022	Info/consent	PWTC	

MAY						
22						
	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
16	Lubricants and antifreeze service agreement for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
17	Bulk fuel delivery services for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
18	On-call SCADA services for Water, WWTP & AWWPF	PW	3 years, next cycle is 2022	Info/consent	PWTC	
19	Environmental services conditionally exempt small quantity generator waste and residential household hazardous waste collection and disposal service agreement for ER	PW	3 years, next cycle is 2023	Info/consent	PWTC	
20	Senior Services Commission Report	CCS	Annual	5/5/5	No	Normally brought to Council during Older Americans Month (May) and report is initiated by the Senior Services Commission.
21	Presentation of Single Audit Report	Finance	Annual	15/10/5	FGC	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.

MAY

23

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
22	Spring Update on Corrective Action Plan (CAP)	Finance	Semi-annual	15/10/5	FGC	CAP updates every 6 months required by Council policy. Prefer to share this at the same time as the single audit presentation.
23	Older Americans Month	CCS	Annual	5	No	Nationally recognized month.
24	Building Safety Month	CD	Annual	10	No	Nationally recognized month. Usually the first or second week of May.
25	Municipal Clerks Week	Clerk	Annual	5	No	Can go to Council at the last April meeting or the first May meeting
26	National Beach Safety Week	Fire	Annual	15	No	
27	Public Works Week	PW	Annual	10	No	Nationally recognized week.

JUNE

24

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Resolutions calling municipal election; adopt rules for candidate statements	Clerk	2 years, next cycle is 2022	Info/consent	No	Due to the County by June 30th.
2	Public Hearing on the Operating Budget	Finance	Annual	20/20/60	No	Must precede budget adoption.
3	Public Safety Property Tax Assessment	Finance	Annual	15/10/5	No	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	10/20/25	No	
5	Authorization to submit FEMA Fire Prevention & Safety Grants	Fire	Annual	Info/consent	No	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	Regional Consolidated Plan and Annual Action Plan Fiscal Year	Housing	5 years, next cycle is 2025	15/15/15	HEDC	Next up is for FY 2025-29.
7	Fiscal Year CDBG, HOME investment partnerships, & HESG annual action plan	Housing	Annual	15/15/15	HEDC	This goes to HEDC in January.
8	Security service agreement for Del Norte Center, AWPFP and OWTP	PW	3 years, next cycle is 2021	Info/consent	PWTC	

JUNE

25

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
9	Crane lift rental service agreement	PW	4 years, next cycle is 2021	Info/consent	PWTC	
10	Seabridge maintenance agreement	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
11	Temporary labor service agreement for ER	PW	3 years, next cycle is 2022	Info/consent	PWTC	
11	On-call engineering service agreements	PW	3 years, next cycle is 2022	Info/consent	PWTC	
12	Urban Water Management Plan	PW	5 years, next cycle is 2021	10/10/30	PWTC	Public Hearing 2nd reading Subject to change per State's final schedule
13	Juneteenth Celebration	CMO	Annual	5	No	June 19th
14	Pride Month	CMO	Annual	5	No	Nationally recognized month.
15	Philippine Independence Day Flag Raising	CMO	Annual	5	No	June 12th
16	National Gun Violence Awareness Day	PD	Annual	5	No	June 7th

JULY

26

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1	Agreement for management & operation of the PACC	CCS	5 years, next cycle is 2025	10/5/5	CSC	Begin negotiations in 2024.
2	Agreement for purchasing, cataloging, & processing of library materials	CCS	3 years, next cycle is 2022	5/5/5	CSC	Contract ends in October 2022, so need this item to be approved before then.
3	City Manager Performance Evaluation	Council	Annual	2 hours total	No	Evaluation and labor negotiation typically occur over multiple closed sessions. Action on any contract revisions would be considered at regular meeting open session.
4	City Attorney Performance Evaluation	Council	Annual	2 hours total	No	Evaluation and labor negotiation typically occur over multiple closed sessions. Action on any contract revisions would be considered at regular meeting open session.
5	Investment Policy and Annual Delegation of Investment Authority	CT/CMO	Annual	5/5/5	FGC	Needs to be done by end of July to become effective for the next annual cycle.
6	Permanent Local Housing Allocation (PLHA) annual performance report	Housing	Annual	5/10/5	HEDC	
7	Grand Jury report on Annual Detention Facilities and Law Enforcement Report	PD	Annual	Info/consent	PSC	City is required to respond within 90 days of receipt

JULY

27

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
8	County of Ventura Work Release Program	PW	Annual	Info/consent	PWTC	Current agreement expires 7/18/2021
9	On-call irrigation service agreement for Special Districts	PW	3 years, next cycle is 2021	Info/consent	PWTC	Special Districts
10	Vehicle mobile wash and detailing service agreement for ER	PW	3 years, next cycle is 2021	Info/consent	PWTC	
11	Tire service and repair agreement for Fleet	PW	3 years, next cycle is 2022	Info/consent	PWTC	
12	Annual Investment Report for fiscal year ending	CT	Annual	5/5/5	FGC	
13	Parks and Recreation Month	CCS	Annual	5	No	
14	Presentation of Ventura County Fair Poster	CMO/C C	Annual	5	No	Usually every July

AUGUST

28

	Description	Dept	Frequency of Review	Projected Time	Goes to Committee?	Notes (if applicable)
1						
2						
3						
4						
5						

SIGNIFICANT, NON-ROUTINE ITEMS

29

Billing and Licensing

1. Passing of convenience (credit card) fees onto customers

Community Development -- Economic Development

2. Saviers Property Based/Business Improvement District (PBID) - Zocalo

Community Development -- Sustainability

3. Flood management ordinance update per FEMA mandates
4. Local Coastal Plan Update Amendment: FEMA Impacts, Coastal Height Check-in, Sea Level Rise
5. Climate Action Plan - kick off, study sessions, pre and post adoption; and phased implementation and recommendations

SIGNIFICANT, NON-ROUTINE ITEMS

30

Community Development -- Environmental

6. CEQA Guidelines Update - Vehicles Miles Travelled Thresholds
7. Ormond Beach Restoration Access Plan & Reuse agreement/master planning associated with Ormond Beach Generating Station property (see, A-8207 Section 4.a re Post-Demo Plan).

Community Development -- General Plan Elements and Amendments/Housing Element

8. 6th Cycle (2021-2029) Housing Element Update (adoption by Oct. 15, 2021 deadline)
9. General Plan Update: Safety Element update; Housing Element; Incorporation of environmental justice provisions
10. General Plan / Housing Element Annual Report

SIGNIFICANT, NON-ROUTINE ITEMS

31

Community Development -- Policies or Zone Code Amendments

- 11. Short Term Vacation Rentals - Review California Coastal Commission Modifications
- 12. Master Wireless License Agreement
- 13. Firearms Buffers from Hospitals and Clinics
- 14. Downtown Code Ordinance Amendment
- 15. Oxnard City Code Ordinance Amendment - Permit Process Improvements

SIGNIFICANT, NON-ROUTINE ITEMS

32

Community Development -- Significant Agreements

- 16. Contract for Harbor Patrol services
- 17. California Environmental Quality Act (CEQA) on call consultant contract
- 18. Short Term Vacation Rental
- 19. Planning Services Contracts
- 20. Consultant Plan Check & Inspection services contract

Community Development -- Fee Studies and Updates

- 21. Planning and Building Fee Schedule Update (CPI Increases)
- 22. Downtown parking In-Lieu Fee
- 23. Alcohol, Cannabis Tobacco, FireArms monitoring fee
- 24. Consistency adjustments to DIF fees adoptive ordinances & resolutions.

SIGNIFICANT, NON-ROUTINE ITEMS

33

Community Development -- Projects

- 25. Teal Club Specific Plan
- 26. Oxnard Harbor District 34 Acre Hueneme Road project
- 27. RiverPark Specific Plan Amendment / Development Agreements
- 28. Wagon Wheel Specific Plan Amendment / Development Agreement / Tentative Map
- 29. Oxnard Unified High School District - Del Sol Campus (Reimbursement Agreement)
- 30. Oxnard School District - Seabridge K-5 Elementary School land swap
- 31. Electronic Billboard Ordinance Amendment / Specific Plan Amendments / Development Agreements
- 32. City/County Tax Sharing Agreement
- 33. County of Ventura Harbor Visioning

SIGNIFICANT, NON-ROUTINE ITEMS

34

Finance

- 34. Authorization to issue 2020 Water Revenue Bonds
- 35. ICIF next steps

Housing

- 36. Homeless Solutions Center Disposition and Development Agreement (DDA)
- 37. Ormond Beach Homeless Encampment Response
- 38. Release and Review of Request for Proposals/Qualifications for various Affordable Housing Developments
- 39. Housing Authority Items for Moving to Work, Choice Neighborhood, Mainstream Grants

Police

- 40. Approximately \$700,000 fleet purchase

SIGNIFICANT, NON-ROUTINE ITEMS

35

Public Works -- Capital Projects (Construction Contract Awards*)

41.6 Street Resurfacing, Traffic Signal, and Sidewalk Installation Projects

42.4 Roof Replacements/Repair Projects

43.17 Utility CIP Projects

44.5 Parks and Community Facilities CIP Projects

45.2 Special Districts CIP Projects

46.4 Mobility CIP Projects

*Subject to availability of materials at time of award, which has been problematic during Covid

SIGNIFICANT, NON-ROUTINE ITEMS

36

Public Works -- Significant Agreements

47.ER Resource Management Plan Agreement

48.Water Resource Management Plan Update

49.Landfill disposal agreement term extensions and new agreement

50.Channel Islands Beach District interagency agreement term extension

51.Campus Park landscape design services agreement

52.Wagon Wheel landscape maintenance agreement and the HOA reimbursement agreement (Special Districts)

53.Northshore CFD reformation (Special Districts)

SIGNIFICANT, NON-ROUTINE ITEMS

37

Public Works -- Major Purchases

- 54. Purchase of an excavator, crane truck and rolloff truck for Wastewater Division
- 55. Purchase of yard tractors for Wastewater and ER Divisions
- 56. Lease/purchase of refuse collection trucks for ER Division

SIGNIFICANT, NON-ROUTINE ITEMS

38

Public Works -- Other Significant Items

- 57. CFD 2, CFD 4 and CFD 5 reserve studies (Special Districts)
- 58. FEMA BRIC, CDBG-MIT, and Statewide Park Program Grant Applications
- 59. Adopt a Park Program
- 60. Parks Master Plan
- 61. Continue negotiations with Fox Canyon Groundwater Management Agency regarding groundwater allocation and ramp-down process
- 62. New FTE Requests
- 63. Heavy Weight Corridor - Request to Include Oxnard's Chiquita Facility Route (resolution)
- 64. Chapter 18 Floodplain Ordinance revisions (FEMA) (Public Hearing)
- 65. Channel Islands Harbor water quality update

RECOMMENDATION

39

That the Finance and Governance Committee receive and discuss the Council's Annual Calendar of Routine Items (and related Committee Annual Calendars), provide feedback, and forward to the City Council.

40

Questions





**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT
REPORTS
AGENDA ITEM NO. D.2**

DATE: September 22, 2020

TO: Finance & Governance Committee

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

SUBJECT: Continuing to Wean Off of Measure O. (10/10/10)

RECOMMENDATION

That the Finance and Governance Committee receive and file an update regarding the Measure O weaning process.

BACKGROUND

On January 23, 2020, at the Measure O Citizen Oversight Committee meeting, and on February 18, 2020, at the City Council meeting, staff presented a plan to wean off the Measure O sales tax supplement. As we then explained, Measure O will terminate in 2029, and since we are past its midpoint, now is the time to begin weaning ourselves off that stream of revenue that complements the General Fund.

The last debt payment we have to make related to Measure O must be made in FY 31-32. In order to be able to cover debt payments due past the sales tax's sunset in March of 2029—indeed, to plan ahead to reabsorb this debt—we need to build up the fund balance in the few years before the sunset date. This winter, based on Measure O's then-consistent revenue stream, staff explained that if we use no further Measure O funding for one-time projects, we must implement savings, reabsorptions (into the General Fund or other funds), reductions, and if necessary, cuts that total \$801 thousand in FY 20-21, \$841 thousand in FY 21-22, and so forth, as listed in the chart below, through the sunset date.

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

Staff then presented savings, reabsorptions, reductions, and cuts to 14 Measure O programs to start the weaning off process, effective in FY 20-21. With one edit regarding the Five Points Property Land Acquisition (which some members of the Oversight Committee wanted to continue pursuing), both the Oversight Committee and the City Council reacted favorably to this recommendation.

DISCUSSION

This spring, due to Covid-19, there was a temporary closure of many businesses. As a result, the Measure O half-cent sales tax, which we projected in the FY 2019-20 Budget would bring in \$14.9 million in FY 19-20,

brought in only an estimated \$13.5 million. Compared with pre-Covid-19 estimates, staff now projects another shortfall of \$2.1 million in FY 20-21 due to the continued effects of pandemic-induced recession. Even assuming no further impact on revenue in future years, that is a \$3.5 million revenue shortfall that we must account for in the weaning process. As a result, we will need to be more aggressive with the weaning schedule, making more savings, reabsorptions, reductions, and cuts, to account for this loss of revenue.

In addition, every year (unrelated to Covid), for any ongoing project that receives a Measure O budget appropriation annually but does not use that total amount, the City must unappropriate the excess amount at the end of the fiscal year. Staff does this administratively, based on the City Council resolution adopting each year's budget. However, in closing FY 19-20, for a variety of reasons, this is a large amount, so staff wishes to share this action with the Committee for transparency, which is in the table below.

Project Description	Frequency	Budgeted	Unappropriated	Rationale
14IN02 ORMOND BEACH ENHANCEMENT	Ongoing	\$50,161	(42,219)	In the winter, staff already proposed \$35,000 in reductions per year. In FY19-20, staff only spent \$7,942, so there is an additional savings.
MO1401 SPANISH LANGUAGE INTERPRETATION AT COUNCIL MEETINGS	Ongoing	\$57,536	(23,496)	We used to have weekly Council meetings that needed translation; now they only happen every other week. Thus, staff only spent \$34,040.
MO1403 DOWNTOWN ARTS HUB	Ongoing	\$97,000	(97,000)	In the winter, staff already proposed a cut of this program. The effective date of this cut is in FY 20-21, but since the position was not filled, none of the funds were used in FY 19-20.
MO2101 ENHANCE COMMUNITY POLICING	Ongoing	\$3,250,543	(99,905)	Savings in overtime and equipment costs
MO2102 CAD/RMS Operational	Ongoing	\$883,897	(4,771)	
MO2110 FY19-20 POLICE ACADEMY	One-Time	\$197,827	(108,813)	In the winter, staff already proposed savings to this program. Since this Police Academy occurred in FY 19-20, it is appropriate to save this amount in FY 19-20.
MO2203 FIRE STATION 8 LEASE DEBT	Ongoing	\$1,389,869	(62,897)	The debt structure was lowered by the lender mainly due to the interest portion (due to Covid economy). So, there is a lower payment for FY 19-20.
MO2206 FIRE STATION 6 ROOF	One-Time	\$541,149	(234,528)	Project completed more efficiently than anticipated.

REPAIR				
MO2210 FY19-20 FIRE ACADEMY	One-Time	\$711,998	(406,377)	Due to Covid-19, the Fire Department could not hold the entire Fire Academy.
MO2211 ROOF REPLACEMENT FIRE STATION 5	One-Time	\$500,000	(379,841)	Project completed more efficiently than anticipated.
MO3101 ITS ANNUAL MAINTENANCE	Ongoing	\$100,000	(94,180)	City did not have proper staffing, including Traffic Engineer
MO3102 ALLEY & ROADWAY REPAIR	Ongoing	\$501,518	(60,947)	City and County temporarily ceased projects due to Covid.
MO3103 2014 LEASE REVENUE STREET BOND	Ongoing	\$1,666,425	(3,675)	
MO4301 SAFE HOMES SAFE FAMILIES	Ongoing	\$411,524	(47,613)	Partial vacancy savings realized for Paralegal position
MO5101 HOMELESS PROGRAM	Ongoing	\$1,000,000	(54,290)	
MO5501 MOBILE ACTIVITY CENTER SERVICES	Ongoing	\$44,000	(20,430)	Due to Covid, the Mobile Activity Center was placed on hold.
MO5401 HOMEWORK CENTER MAIN LIBRARY	Ongoing	\$56,824	(949)	Due to Covid, less hours for homework center.
MO5504 PAL OPERATIONAL	Ongoing	\$179,166	(46,786)	Due to Covid, PAL was placed on hold.
MO5505 DAY AT PARK-SPECIAL NEEDS	Ongoing	\$16,537	(3,964)	Due to Covid, Day at the Park was placed on hold.
MO5506 COLLEGE PARK PROGRAMS	Ongoing	\$115,000	(303)	
MO5508 PRESCHOOL TO YOU	Ongoing	\$160,551	(43,529)	Due to Covid, Preschool To You was placed on hold.
MO5513 RECREATION SERVICES	Ongoing	\$85,735	(85,735)	These funds are a subsidy for divisional charges within Recreation that were not required.
MO5514 OXNARD AFTERSCHOOL	Ongoing	\$107,673	(95,329)	Higher cost recovery from outside agencies eliminated almost all of the budgeted transfer to the General Fund for

				indirect cost reimbursement
MO5601 PACC AUDITORIUM REPAIRS	One-Time	\$40,038 carried over from past years	(40,038)	These funds were for the HVAC replacement project, which was completed over two years ago. The remaining funds were to be used by the PACC management for additional building repairs. City is not providing any additional maintenance services at this time.
MO5701 COLLEGE PARK MAINTENANCE	Ongoing	\$704,870	(175,011)	\$153,089 remained in Direct Labor & Benefits due to staff reductions (2 FTE) and could not move money into another line item.

Grand Total **(2,232,626)**

Now, with the reduction in revenue, but also the greater than anticipated savings, reabsorptions, reductions, and cuts in FY 19-20, staff will be calculating a new weaning schedule for the years to come.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to strengthen and stabilize the organizational foundation of the City in the areas of Finance, Information Technology, and Human Resources, and to improve workforce quality while increasing transparency to the public. This item supports the following goals and objectives:

Goal 2. Increase transparency with Council, community and staff related to the City's budget and financial management processes.

Objective 2a. Initiate a priority based budgeting program incorporating departmental performance measures and the Council Strategic priorities.

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to establish, preserve and improve our infrastructure and natural resources through effective planning, prioritization, and efficient use of available funding. This item supports the following goals and objectives:

Goal 3. Ensure Funding is adequate to meet the goals of the master plans.

Objective 3a. Maximize funding sources.

FINANCIAL IMPACT

Measure O brought in an estimated \$1.4 million less in revenue in FY 19-20, but staff is also unappropriating \$2.2 million, as listed above. Staff is also anticipating \$2.1 million less in Measure O sales tax revenue in FY 20-21.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. 9.22.20 Continuing to Wean Off Measure O Presentation

CONTINUING TO WEAN OFF MEASURE O

Presentation to Finance and Governance Committee

Shiri Klima, Deputy City Manager

September 22, 2020



RECOMMENDATION

That the Finance and Governance Committee receive and file an update regarding the Measure O weaning process.

WHAT STAFF TOLD YOU IN FEBRUARY 2020

- Measure O will terminate in 2028, and since we are past midpoint, now is the time to begin weaning
- At Measure O Citizen Oversight Committee meeting on 1/23/20 and at City Council meeting on 2/18/20, staff presented weaning plan off Measure O sales tax supplement

***Required Savings, Reabsorptions (into General Fund),
Reductions, and Cuts per Fiscal Year:***

FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
\$0.801M	\$0.841M	\$0.925M	\$1.064M	\$1.276M	\$1.532M	\$1.838M	\$2.206M	\$2.647M

- Both Oversight Committee and Council reacted favorably

This plan was based on January 2020 figures

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BUT THEN COVID HIT...

	FY 19-20 Measure O Sales Tax Revenue*	FY 20-21 Measure O Sales Tax Revenue*
FY 19-20 Budget Projection	\$14.9 M	\$15.4 M
Current Projection	\$13.5 M	\$13.3 M
Shortfall in Revenue	\$1.4 M	\$2.1 M

*Excludes interest income and General Fund loan repayment

UNAPPROPRIATIONS

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TOTAL			(2,232,626)	

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RECOMMENDATION

That the Finance and Governance Committee receive and file an update regarding the Measure O weaning process.

Questions





FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.3

DATE: September 22, 2020

TO: Finance & Governance Committee

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

SUBJECT: Internal Auditor RFP Update. (5/5/5)

RECOMMENDATION

That the Finance and Governance Committee receive and file an update on the internal auditor request for proposals.

BACKGROUND

On January 28, 2020, staff came to the Finance and Governance Committee to discuss the Internal Audit Program framework. In that presentation, staff recommended a thorough performance evaluation of each department in the City once every six years. However, the City cannot currently afford this program, which staff estimates would cost approximately \$200,000 per large department audit and \$100,000 per small department audit.

DISCUSSION

Until the City locates a source of funding for a comprehensive Internal Audit Program, staff is putting out a request for proposals (RFP) for an internal auditor contract for \$25,000. As explained in the RFP, this firm would be used when the majority of the Finance and Governance Committee or a majority of the City Council (or the City Manager or the City Attorney pursuant to their delegated powers) determine that a performance or forensic audit is required, other than the annual full-City financial audit (completed by the City's external auditors). Staff issued the RFP on September 8, 2020. The schedule for this RFP is the following:

DATE	ACTIVITY
September 30, 2020	Submission of all proposals due on or before 2:00 p.m.
October 5, 2020	Review of Proposals
October 12, 2020	Proposer Presentations (if necessary)
October 19, 2020	Agreement Development/Negotiations
October 27, 2020	Finance & Governance Committee Meeting
November 17, 2020	City Council Approval
November 18, 2020	Contracted work begins

Please note the City extended its contract with Price Paige and Company for the whistleblower hotline services

through June 28, 2021, so there would be no disruption in those services. Thus, this work is not being bid out with the rest of the RFP. However, if Price Paige wishes to bid on the internal auditing RFP, the firm could end up doing both components of this work.

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. When the contract returns to Committee, and later to Council, it will be for award at the value of \$25,000.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. CM21-07 Internal Auditing Services RFP
2. Internal Auditor RFP Presentation



City of Oxnard Request for Proposals (RFP)

Internal Auditing Services

Bid Close Date:
September 30, 2020
on or before 2:00 p.m. PT

City of Oxnard
Purchasing Division, Finance Department
300 West Third Street
Oxnard, CA 93030

Solicitation opportunities: <https://www.oxnard.org/rfps-and-rfqs/>
City Website: <https://www.oxnard.org/>

TABLE OF CONTENTS**A. SOLICITATION INTRODUCTION**

- 1.0 Timeline of Events
- 2.0 Background of the City of Oxnard
- 3.0 Period of Performance
- 4.0 Introduction
- 5.0 City's Selection Criteria
- 6.0 Proposal Requirements
- 7.0 Evaluation of Responses

B. PROPOSAL GUIDELINES

- Tab A – Proposal Checklist
- Tab B – Acknowledgement
- Tab C – Company Profile/ Experience
- Tab D – Scope of Services
- Tab E – References
- Tab F – Cost/Budget Narrative
- Tab G – Proposer Attachment
- Tab H – Bidders Terms and Conditions

Attention Proposers: please complete Section Tabs A-G and upload as part of your bid response. Proposals must be submitted electronically at <https://www.publicpurchase.com>

All questions must go through the Public Purchase portal.

1.0 TIMELINE OF EVENTS

Proposers will be responsible to carefully examine the requirements contained herein.

Proposed Timeline

DATE	ACTIVITY
September 8, 2020	Release of Solicitation
September 21, 2020	Last day for Questions by Proposers Proposer inquiries must be submitted online: Public Purchase website.
September 30, 2020	Submission of the Proposal is to be uploaded to the Public Purchase website on or before by 2:00 p.m. at www.publicpurchase.com
October 5, 2020	Review of Proposals
October 12, 2020	Proposer Presentations (if necessary)
October 19, 2020	Agreement Development/Negotiations
October 27, 2020	Finance & Governance Committee Meeting
November 17, 2020	City Council Approval
November 18, 2020	Contracted work begins

The above dates are tentative and are subject to change as necessary.

2.0 BACKGROUND OF THE CITY OF OXNARD

Oxnard, a vibrant and growing community of approximately 210,000 people, is located on the beautiful Southern California coast and is the most populous city in the County of Ventura. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Oxnard is a full-service city. Incorporated as a general law city in 1903, Oxnard operates under the council-manager form of government. The governing body, the City Council, is composed of seven (7) members.

This city by the Pacific Ocean is an ideal place to raise a family; Oxnard residents enjoy a spirit of community pride. With its attractive residential areas located among tree-lined streets, parks and beaches, Oxnard provides a wide variety of housing choices.

3.0 PERIOD OF PERFORMANCE

The period of performance anticipated for this solicitation and shall be for **November 2, 2020 to June 30, 2021** or effective upon signature of an Agreement by both parties, unless terminated earlier.

4.0 INTRODUCTION

The City of Oxnard invites proposals from qualified certified public accounting firms to conduct Internal Auditing Services for the City of Oxnard. The successful firm will be required to provide audit services listed in the Scope of Services in Tab D.

5.0 CITY'S SELECTION CRITERIA

1. Demonstrated ability to perform the scope of work identified in this RFP.
2. Demonstrated technical ability and interpersonal acumen to address the myriad of issues likely to be examined as part of performing Internal Auditing services for the City of Oxnard and to properly interact with all relevant stakeholders.
3. Qualifications and expertise of staff specifically assigned to this project as demonstrated by completing similar work.
4. Cost

6.0 PROPOSAL REQUIREMENTS

All questions must be submitted via the Publicpurchase.com website. Any other contacts may result in disqualification of bidder's proposal. Any requests for clarification of the proposal requirements shall be posted through the Public Purchase website.

- a. Submission of Technical Proposal **MUST** be received by **September 30 at 2:00 p.m.** and uploaded to Public Purchase separately of the cost proposal.

- b. Submission of Cost Proposal. **MUST** be received by **September 30 at 2:00 p.m., and uploaded separately to the technical proposal** to be considered. The proposed costs should be broken out in the same manner as the Scope of Services (i.e., Tab D).

7.0 EVALUATION OF RESPONSES

The Evaluation Committee will review and score only those proposals that are deemed responsive to this RFP and presented in the format as set forth in Tab A below. Failure to include any sections in the proposal may result in that proposal being deemed nonresponsive. During the scoring process, the Evaluation Committee may contact the Proposer's references or any other sources deemed relevant by the Evaluation Committee as part of their review of the Proposer's qualifications to perform the requested services or work. Selection will not be based on the lowest priced proposal, but will be based on the following criteria:

1. Proposer's ability and history in providing the requested services or work for public agencies of similar size, population, and need as the City. **10 points.**
2. Responsiveness of the proposal and the clarity and completeness of the proposed Scope of Work. **10 points.**
3. Demonstrated technical competence and experience to perform the services or work requested in the RFP. **15 points.**
4. Past record of performance of similar work or service as determined by all available information. This criteria will be based not only on the information contained within the proposal, but also by discussions with the Proposers and their references, as well as other relevant entities or individuals who have used the Proposer for similar work or services. **35 points.**
5. Cost Proposal. **30 points.**

Tab A – Proposal Checklist***Instructions:***

- a) This section must be filled in and each item checked off to ensure all items requested by the City in this solicitation have been submitted.
- b) Follow the instructions in each section of this solicitation.
- c) Present all requested items in the index tabs ordered A through G as shown.
- d) Label each item presented and include additional items on your table of contents.
- e) All proposals must include a detailed description of each proposed service to be provided.
- f) Proposers that do not follow the bid instructions found in the separate document titled “**Terms and Conditions**” may be found to be “non-responsive” and disqualified from the bid process.

Name of Company:

Service to provide:

Main Point of Contact:

E-mail:**Phone:**

Tab A Proposal Submission Checklist**General Proposer Information**

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

Page Number

- ☐ Tab A: Proposal Checklist (*this page*)
- ☐ Tab B: Acknowledgements
- ☐ Tab C: Company Profile/ Experience
- ☐ Tab D: Scope of Services
- ☐ Tab E: References
- ☐ Tab F: Cost/Budget Narrative
- ☐ Tab G: Proposer Attachment

CERTIFICATION

I, the undersigned, certify and declare I have read and know the contents of the proposal the proposer listed below is submitting to the City of Oxnard ("City"). I certify under penalty of perjury that the preparer(s) of this proposal has/have provided only complete and truthful information to the City in this proposal. I understand that any misrepresentations or material omissions within this proposal will be grounds for potentially disqualifying the proposer or not awarding the contract to the proposer. Additionally, any misrepresentations or material omissions within this proposal are considered breaches of the contract (should the proposer be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City and its employees and agents to contact references—including those references' officials, employees, and agents (collectively, "References")—of the proposer and its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock (collectively, "Owners"), and request information from other clients—including those clients' officials, employees and agents (collectively, "Other Clients"). I further give permission for the City to review any criminal records of the Owners and obtain public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims by the proposer, the Owners, and all of their heirs and assigns against the City and its officials, employees and agents, the References, and the Other Clients regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph. Furthermore, I agree that the City and its officers, employees and agents may but have no obligation to share any such information.

City of Oxnard
Purchasing Division

Solicitation # 21-07
Bid Close Date: 09/30/20 on or before 2:00 PM PT.

I am executing this proposal on behalf of the proposer. I warrant and represent under penalty of perjury that I have the authority to execute this proposal on behalf of the proposer and I have the authority to bind the proposer to the answers provided in this proposal. If any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

CERTIFICATIONS

I, _____, a duly authorized agent of

Printed Name of Agent/Officer

Name of Organization

hereby certify that _____ by submission of this proposal in response to the
Name of Organization

solicitation, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature: _____

Date: _____

Title of Agent/Officer: _____

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

Tab B - Acknowledgement**1. Clarifications, Exceptions, or Deviations**

All Proposer(s) shall describe any exception or deviation from the requirements of the solicitation. Each clarification, exception, or deviation must be clearly identified. If your company/firm/sole proprietorship has no clarifications, exceptions, or deviations, a statement to that effect shall be included in this section. The sample service agreement is a separate attachment discussed in the solicitation labeled "Sample Agreement" and "Proposer Terms and Conditions" document located on the Public Purchase website and incorporated herein by this reference.

The following contractual terms are **non-negotiable**:

- a. Termination
- b. Indemnification
- c. Insurance
- d. Conflict of Interest
- e. Governing Law
- f. Assignability of Agreement

Do you have any other exceptions/deviations? If so, please identify the exception and provide an explanation:

PROPOSER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All Proposer(s) shall submit evidence of all required insurance. If awarded the contract the Proposer has ten (10) calendar days to produce the required insurances, including a certified endorsement naming the City as additionally insured. The Proposer shall certify to the possession of any and all current required licenses or certifications. Proposer must provide a copy of current business license or other applicable licenses.

3. Transition (If applicable)

Upon expiration or termination of this agreement for any reason, during the transition close-out period the company/firm/contractor agrees to:

- a. Continue delivering services until notified otherwise; and
- b. Assist the City in the orderly transition and transfer of all collaborations and committees to the City and the subsequent company/firm/contractor; and
- c. Provide, in a timely manner, all file and information deemed necessary by the City for use in subsequent contracting activities without additional cost to the City or the new

- company/firm/contractor, upon termination or expiration of this agreement for any reason; and
- d. Cooperate with the City during a transition close-out period to ensure orderly and seamless delivery of services to the City.

Tab C - Company Profile/Experience

This section of the proposal is designed to establish the proposer as an entity with the ability and experience to operate the program as specified in the solicitation. The company profile should be concise and clear, including descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.).

<i>PROPOSER'S RESPONSE:</i>

2. Company overview and disclosure of services or activities performed, including:

- a. The City of Oxnard is a public agency with a City Council composed of elected officials. The elected officials are restricted from voting on any action concerning a contract whose owners have made a campaign contribution of \$250 or more in the previous 12 months. To assist them in their decision making process, please indicate the owners of the company and if any contributions were made to any Oxnard elected officials.
- b. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
- c. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services.
- d. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

a. <i>PROPOSER'S RESPONSE:</i>

b. <i>PROPOSER'S RESPONSE:</i>

c. <i>PROPOSER'S RESPONSE:</i>

d. <i>PROPOSER'S RESPONSE:</i>

3. An explanation of any litigation, current or within the last 5 years, involving the Proposer or any principal officers thereof in connection with any contract. Is your firm, or the principals associated with your firm, under investigation, being sued, suing, or affiliated in any lawsuit or alternative dispute resolution with any governmental agency? If so, please provide details.

<i>PROPOSER'S RESPONSE:</i>

4. List the members of your organization who are authorized to negotiate the agreement. Please provide an email address for each individual listed.

PROPOSER'S RESPONSE:**5. Credentials/Resumes/Certifications/Licenses:**

This section shall state all employees/subcontractors responsible for administering or providing services. Provide a summary list of the organizational personnel that will actively participate and contribute their skills to this project. Include in this list the individual's name, job title, work location and relevant experience in projects of similar size and complexity. (Responses may be one page per individual.)

Proposer shall specifically provide the following information on all employees to be providing services related to this solicitation:

- a. Current Responsibilities
- b. Qualifications/Experiences
- c. Education
- d. Certifications/licenses, if applicable
- e. List other pertinent information that will assist in evaluating Proposer's qualifications.

a. **PROPOSER'S RESPONSE:**b. **PROPOSER'S RESPONSE:**c. **PROPOSER'S RESPONSE:**d. **PROPOSER'S RESPONSE:**e. **PROPOSER'S RESPONSE:**

Proposer can add as many sections to this response box as it needs to state all employees providing services.

Tab D - Scope of Services

This solicitation has a space provided under each question the City has of the Proposer. This solicitation is available for electronic download at www.publicpurchase.com.

Proposers must address all points in this section. All responses are in italicized font in the box.

SCOPE OF SERVICES

When the majority of the Finance and Governance Committee or a majority of the City Council (or the City Manager or the City Attorney pursuant to their delegated powers) determine that a performance or forensic audit is required, other than the annual full-City financial audit (completed by the City's external auditors), the successful firm will be required to provide audit services that may include, but are not necessarily limited to the following:

1. Examine all relevant practices vis-a-vis City policies and procedures, State or federal guidelines, best management practices, staffing levels and proper internal controls for managing risk;
2. Given the overall program goals, examine program outcomes and the efficiency and cost-effectiveness of the program;
3. Provide recommendations for potential cost savings;
4. Provide recommendations for improvement;
5. Share preliminary findings and recommendations with program management, the Chief Financial Officer and the City Manager; and
6. Prepare a final written report and present that report to the Finance and Governance Committee and ultimately to the full City Council."

SUMMARY OF SERVICES

1. Provide your methodology or general approach, including resources, to conducting performance or forensic audits for a public entity.

PROPOSER'S RESPONSE:

Tab E - References

All Proposer(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include City staff as a reference. However, references can include other governmental agencies. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	

City of Oxnard
Purchasing Division

Solicitation # 21-07
Bid Close Date: 09/30/20 on or before 2:00 PM PT.

Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. Provide a list of contracts that your company has been awarded during the last three (3) years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

PROPOSER'S RESPONSE:

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

PROPOSER'S RESPONSE:

Tab F - Cost Proposal/Budget Narrative

In this section, please complete and include a Cost Proposal. Cost Proposals will be disclosed to the evaluators after the evaluation of the technical proposals has been completed. The City reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs of charges to the City as part of this service/project. As stated in the Cost Proposal, Proposers must provide fully inclusive blended rates, which are all-encompassing of the Proposer's project-related or supported expenses, including travel expenses. Proposers may also include any other documents as information to further explain the proposed costs.

Method of payment. Payment by the City for the services will be made only after the services have been performed and an invoice is submitted. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services, hours provided for the service at the hourly rate quoted in this proposal. The appropriate City representative must approve the invoice. The City will make payment on a monthly basis, thirty (30) days after receipt of the invoice.

Cost proposal must be all-inclusive and include, but not be limited to, the following administration, travel, training and related costs.

Hourly rate detailed by partner, senior manager, manager, field supervisor and other staff.

Tab G - Proposer Attachment

Any response that Proposers are finding difficulty pasting into the “Proposers Response” boxes in any section of the solicitation, proposers shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Proposer’s Response box as the example shows below:

Below is an example:**Tab C - Company Profile**

This section of the proposal is designed to establish the proposer as an entity with the ability and experience to operate the program as specified in the solicitation. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

PROPOSER’S RESPONSE: Located in “Attachment 1”

2. Proof of non-profit status, if applicable

PROPOSER’S RESPONSE: Located in “Attachment 2”

Tab G - Any response that Proposers are finding difficulty pasting into the “Proposers Response” boxes in any section of the solicitation, proposers shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Proposer’s response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1		
Attachment 2		
Attachment 3		
Attachment 4		
Attachment 5		
Attachment 6		
Attachment 7		
Attachment 8		

ATTACHMENT H



CITY OF

OXNARD

Terms and
Conditions

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION
THAT IS STATED IN THIS DOCUMENT**

1.0 PUBLIC PURCHASE

As a Public Entity, the City of Oxnard (City) adheres to the transparent public bidding process, and utilizes the online web services of Public Purchase, www.publicpurchase.com, a third-party electronic bidding website that allows vendors to register for specific goods and services by selecting a National Institution of Governmental Purchasing (NIGP) code as the commodity part number. Upon registration with Public Purchase, registered Bidder(s) will receive e-mail notifications of upcoming bidding opportunities for the items your company identified. Registered bidder(s) will also be able to view all the open bids, electronically respond to the bids, and see bid results when they are awarded. Additionally, registered bidder(s) will receive notices of any addendums to those bids, as well as have the opportunity to post questions and receive answers pertaining to that bid. All questions and answers are posted on-line so that all bidders have access to the same information regarding the bid.

Completion of this process will allow your business to participate in future City business bidding opportunities. It also provides the ability to maintain your data as your business grows or changes.

There is NO CHARGE to register for this service. Public Purchase has other services available for a fee, but that is solely at your discretion and not required to do business with the City.

Just a couple helpful hints before starting your registration:

- ☐ First, bid notifications are based on registered e-mail addresses, hence, it is recommended you use a generic e-mail address for your company, if you have one, and a second email address for a specific individual, if available. That way, if personal e-mail addresses change, your organization still receives notification of bidding opportunities.
- ☐ Secondly, make sure your company has saved the user-name and password in a secure location, so that it is accessible when you are not available.

A third party web based e-Procurement service provider utilized by the City for solicitations. It will take only minutes to register and it is free. For future bidding, opportunities please also register online. Bidders must submit their questions online at www.publicpurchase.com and must be in written format. All responses to Bidder's questions will be posted online at www.publicpurchase.com.

The City cannot guarantee you will receive notice of every opportunity to sell to the City; it is encouraged to visit our Purchasing website at <https://www.oxnard.org/rfps-and-rfqs/> for Bidding Opportunities on a regular basis for a listing of current bid solicitations.

2.0 RETURN OF BID/CLOSING DATE

- a. All Proposals/Bids/Quotes shall be submitted electronically to PublicPurchase.com by 2:00 PM Pacific Time on the closing date listed in the Bidder Response Form. Bid responses not received by the City's purchasing division by the closing date and time will not be accepted. The City will not be responsible for and will **not** accept late bids due to slow internet connection, or incomplete transmissions. If the Bidder cannot upload the bid response to the PublicPurchase.com website, delivery of the bid response is accepted at the City of Oxnard, City Hall, Purchasing Division, 300 West Third Street, Oxnard, CA 93030, on or before 2:00 PM PT.

- b. The Solicitation must be signed by an authorized agent and uploaded to the Public Purchase website or if mailing, placed in a sealed package marked "Bidder Solicitation, clearly marking the solicitation designed bid number". Postmarks will not be accepted in lieu of this requirement. Proposals/Bids/Quotes submitted to any other City office will be rejected.

3.0 RECEIPT AND OPENING OF PROPOSALS/BIDS/QUOTES

Proposals will not be opened publicly. Any Solicitation received after the established closing date and time will not be accepted. Solicitation results will be available after Proposals/Bids/Quotes have been reviewed.

4.0 WITHDRAWAL OF BIDS

Bidders may withdraw their Proposals/Bids/Quotes at any time prior to the due date and time by submitting notification of withdrawal signed by the Bidder's authorized agent. Proposals/Bids/Quotes cannot be changed or modified after the date and time designated for receipt.

5.0 ADDENDA AND INTERPRETATION

No interpretation of the meaning of the specifications or other Solicitation documents will be made to any proposer orally. Proposers are not to contact any individual other than the Buyer. All Proposals/Bids/Quotes must be submitted in accordance with the standards and specifications contained within this solicitation.

6.0 PRICING/DELIVERY/TERMS/TAX

All pricing shall be quoted F.O.B. Destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The City reserves the right to designate method of freight. The City pays California Sales Tax. In the event of an extension error, the unit price shall prevail. Payment terms are net 30 after receipt of invoice.

7.0 PERIOD OF FIRM PRICING

Unless stated otherwise elsewhere in this document, prices shall be firm for the duration of this solicitation. The

City reserves the right to ask for an extension of firm pricing if conducting active Solicitation evaluations.

No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if Vendor/Contractor offers lower prices to another governmental entity) will automatically be extended to the City. The City requires written proof satisfactory to the City, upon the City's acceptance, of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 60-days advance notice in writing is required to be considered and approved by the City. No retroactive price adjustments will be considered. For Contracts, any price increases must be stated in a written amendment. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items, less food and energy – Los Angeles and be subject to satisfactory performance review by the City and approved (if needed) for budget funding by City Council.

The City's obligation for payment of this solicitation and ensuing Agreement beyond the current fiscal year end is contingent upon and limited by the availability of City funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the City shall arise for payment beyond June 30 of each calendar year

unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, City shall immediately notify Contractor in writing; and the Agreement shall be deemed terminated, have no further force, and effect.

8.0 INQUIRIES BY BIDDERS

Requests for explanation must be submitted via the PublicPurchase.com website by the time designated in the solicitation "Last Day for Questions". The Purchasing Agent, or duly authorized personnel, will post a response to the inquiries via the Public Purchase website.

9.0 SPECIFICATION/CHANGES (For RFB's only)

~~Whenever brand names are used, the words "or equal" shall be considered to appear and be a part of the specification. If you are quoting another make or model, cross out our nomenclature and insert yours. If no make or model is stipulated, insert yours. Attach applicable specifications and/or brochures. Variations in manufacturers, design, etc., may be acceptable. Bidders are encouraged to offer alternatives. However, the City reserves the right to reject those alternatives as nonresponsive.~~

10.0 CANCELLATION OR MODIFICATION OF PROCUREMENT

- a. The City reserves the right to modify or terminate the solicitation process at any time. The City may amend or modify the project scope of services prior to the award of contract, as necessity may dictate, reject any and all Proposals/Bids/Quotes submitted (and rebid, if necessary), accept any or all Proposals/Bids/Quotes submitted, negotiate with any qualified source, or cancel, in part or in its entirety, this solicitation if it is in the best interest of the City.
- b. The procurement process may be canceled after opening, but prior to award if the City determines that cancellation is in the best interest of the City for reasons (but not limited to) such as:
 1. Inadequate, ambiguous, or otherwise deficient specifications.
 2. The services are no longer required.
 3. Proposals/Bids/Quotes received are at an unreasonable cost.
 4. Solicitation did not arrive in open competition, were collusive, or not submitted in good faith.
 5. The City determines, after analysis of the Proposals/Bids/Quotes that its needs can be satisfied through a less expensive method.
- c. All Proposals/Bids/Quotes will become the property of the City, and all such information submitted in connection to this solicitation becomes public record, and may be disclosed through the Public Records Act. The City may keep submissions and negotiations confidential until City Council approves the final contract and/or a Purchase Order contract is issued. Proposals/Bids/Quotes may contain financial statements or other information which constitute a trade secret. In order to protect such data from disclosure, please identify the pages by clearly marking the applicable pages as confidential. Please note; disclosure of such data considered confidential by Bidder will only be withheld to the extent that the City determines that disclosure is improper under applicable law. It is important to further note that California law weighs heavily in favor of disclosing records submitted through a solicitation process. The City assumes no responsibility for disclosure or use of unmarked data for any purpose.
- d. This solicitation does not commit the City to award a contract or to pay any costs incurred in the preparation of a Solicitation in response to this request. The City reserves the right to accept or reject any or all Proposals/Bids/Quotes received because of this request, to

negotiate with any qualified source or to cancel in part or in its entirety this Request of Proposal/Request for Bid if it is in the best interest of the City.

11.0 PUBLIC RECORDS

All Proposals/Bids/Quotes submitted in response to this solicitation become the property of the City and under the Public Records Act (Government Code section 6250 et. Seq.), are public records, and as such may be subject to public review. However, the Proposals/Bids/Quotes shall not be disclosed until negotiations are complete and recommendation for selection and award is made to the City Council.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Solicitation. Note that under California law, prices submitted in the proposal to a public agency is not a trade secret.

12.0 CITY BUSINESS LICENSE

A business tax certificate is required before conducting any business, trade, profession, enterprise, establishment or occupation within the city limits– even if your business is located outside of the city limits, or you have a business license or tax certificate from another city.

The majority of the City business tax certificate applications are available on line at www.oxnard.org/btcapplication/ or by calling the Business Tax office 805.385.7817.

13.0 WHO NEEDS A BUSINESS TAX CERTIFICATE

Any person who conducts any business, trade, profession, enterprise, establishment or occupation within the city shall obtain a business tax certificate whether or not the physical business address is in or outside of the City.

14.0 WHEN TO GET A BUSINESS TAX CERTIFICATE

A business tax certificate is required before conducting any business, trade, profession, enterprise, establishment or occupation – regardless of whether your business is located outside of the city limits or you have a business tax certificate from another city.

15.0 SUBMISSION OF PROPOSALS/BIDS/QUOTES (Preparation of Responses)

Before submitting a Solicitation, each Bidder is expected to thoroughly examine the specifications in the solicitation, and all other related contractual documents included in this solicitation, including subsequent amendments to the solicitation. Failure to do so will be at the Bidder's risk, and shall bar the Bidder's obligation to perform if a contract is awarded pursuant to this solicitation.

Each Bidder shall review and complete all the Attachments according to their instructions, and submit them as part of the Solicitation.

Each Bidder must be satisfied by personal examination and by such other means as it may prefer, as to the actual conditions and requirements under which the contract will be performed.

The awarded Bidder agrees to extend the same pricing, terms, and conditions as stated in this Agreement to every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the awarded Bidder; and City shall in no way be responsible to the awarded Bidder for other entities' purchases.

16.0 FORMAT

Use the electronic format provided by PublicPurchase.com. If submitting more than one bid, separate the bid documents. Proposals/Bids/Quotes must be typed uniformly on letter size (8 ½ " x 11") sheets of white paper, each section clearly titled with labels identifying each Tabbed section, and each page clearly and consecutively numbered. Proposals/Bids/Quotes must be clean and suitable for copying. Proposals/Bids/Quotes must be specific unto themselves. For example, "See Enclosed Manual" will not be considered an acceptable Solicitation. Receipt of all addenda, if any, must be signed and included in the Solicitation.

17.0 MODIFICATION OF PROPOSALS/BIDS/QUOTES

Any Bidder who wishes to make modifications to their Solicitation already received by the City must withdraw his/her Solicitation in order to make the modifications. All modifications must be made in ink, properly initialed by Bidder's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Bidder to ensure that modified Proposals/Bids/Quotes are resubmitted before the solicitation submittal deadline.

Bidders are advised that the City reserves the right to amend the requirements of this solicitation prior to the date set for opening of bids, including, but not limited to, extending the Solicitation deadline. Such revisions will be done formally by publishing changes via the Public Purchase website.

18.0 EVALUATION PROCESS (Request for Proposals only)

The Proposal shall be concise and to the point. A letter format in sufficient detail to allow thorough evaluation and analysis is required. Proposals will be evaluated based on criteria determined to be appropriate by the City, which may include, but not necessarily limited to the following:

- a. Responses to the Request for Proposal for completeness to the requirements.
- b. The quantity and locations of facilities. (If applicable)
- c. Bidder's experience and ability.
- d. Technical capability and project methodology.
- e. Overall cost to the City. In no event will the City be limited to selecting a successful Bidder based solely upon total cost submitted.
- f. References with demonstrated success with similar work to the Scope of Service.
- g. Clarification, Exceptions or Deviations.
- h. Credential/Resumes/Licenses/Certifications.
- i. Contractor's ability to provide future services.
- j. Any other factors the City determines to be appropriate.

All Proposals/Bids/Quotes will be given thorough review. All contacts during the bidding process and review selection phase must contact the City's Purchasing Division Buyer. Attempts by the Bidder to contact any other the City representative may result in disqualification of the Bidder.

All evaluation material will be considered confidential and not released until after award. The City reserves the right to split or make the award that is most advantageous to the City.

19.0 ORAL PRESENTATIONS

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any

questions the City may have on a firm's Proposal. Not all firms may be asked to make such oral presentations.

20.0 AWARD OF CONTRACT

- a. The award of the contract will be made to a responsive and responsible proposer whose Solicitation best meets the needs of the City. The successful proposer will enter into a contract with the City incorporating all prescribed requirements and conditions of this request for Solicitation. If the successful proposer refuses or fails to execute the contract, the City may consider the next most qualified proposer. The City shall be the sole judge as to the successful proposer.
- b. The City reserves the right to reject any or all responses to this solicitation and to waive any informality or irregularity in this solicitation or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this solicitation, in the best interest of the City. The City reserves the right to request more information for clarification or due to omission of information. Proposers may be asked to make an oral presentation as part of the evaluation process. This solicitation does not commit the City to award a contract, or to procure or contract for services or goods.
- c. The award will be made, in whole or in part, to the responsive, responsible Bidder whose solicitation is most advantageous to the City; price, delivery, and other factors considered.
The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer.
- d. The City reserves and may in its sole discretion, exercise any one or more of the following rights and options with respect to the solicitation selection:

1. To issue a notice of intent to contract and/or execute a contract for any or all of the items in any Solicitation, in whole or in part, as the City, in its sole discretion, determines to be in the City's best interest;
2. To discontinue negotiations with any applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the applicant, and to enter into negotiations with any other applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
3. To rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an applicant, and to issue or not issue a notice of intent to contract to the same or a different applicant and enter into negotiations with that applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
4. To elect not to enter into any contract with any applicant, whether or not a notice of Intent to Contract has been issued and with or without the reissuing the notice of contract opportunity, if the City determines that it is in the City's best interest to do so
5. To reject any or all offers, to waive any discrepancy, any irregularity, or technicality which the City deems reasonably correctable or otherwise not warranting rejection of the solicitation.
6. To split or make the award in any manner determined by the City to be most advantageous to the City.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job. The Proposals/Bids/Quotes of proposers found not to be qualified may be rejected.

21.0 BID PROTESTS

- a. All protests shall be in writing and state that the bidder is submitting a formal protest, and the protesting vendor is responsible to assure the protest is received within the protest deadlines. If Purchasing does not receive the protest within one week of the opening of responses, the protest may be rejected. The mailing address for all protests, or the vendor may email the buyer, is:

Physical Address:
City of Oxnard City Hall
Purchasing Division
300 West 3rd St. 2nd. Floor
Oxnard, CA 93030

- b. Failure to provide the following information could result in rejection of vendor's protest:
1. Company name, mailing address, phone number, and name of company individual responsible for submission of the protest.
 2. Email address for communication, clarification, and disposition of the pending protest.
 3. The City's bid number, bid title, closing date and proposed award date of the solicitation.
 4. The specific action or decision protested.
 5. The basis for the protest.
 6. Indicate what relief or corrective action the City should make.
 7. Vendor must demonstrate that every reasonable effort was made within the schedule provided for this protest to be resolved, and the basis of the protest during the process, including asking questions, seeking clarification, requesting addenda, and otherwise alerting the City to any perceived problems.
 8. Protest letters must be signed by an authorized agent of the company or if send via email; the email must be sent by an authorized agent of the company.
- c. Grounds for Protest - A formal protest must contain the following to be considered:
1. A specific identification of the statutory or regulatory provision(s), if applicable, that the alleged action is in violation.
 2. A specific description of each act alleged to have violated the statutory or regulatory provision(s), in applicable.
 3. A precise statement of the relevant facts and identification of the issue or issues needing addressed.
 4. Complaints about events or decisions made before the Solicitation deadline.
 5. Complaints that the Solicitation unduly constrains competition through improper minimum qualifications or specifications.
 6. Complaints that the pre-bid conference was not fair or accessible. Please note that bidders must attend in person all mandatory pre-bid conferences.
 7. Complaints that solicitation questions were not fully or properly addressed by the City.

8. Complaints that the solicitation did not provide adequate information or contained improper criteria.

22.0 OTHER TERMS AND CONDITIONS

The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. The City shall not be liable for any expenses incurred by any proposer prior to issuing the contract. The selected Consultant/vendor will be required to sign and be bound by a City Agreement ("Agreement"). Proposer must meet all insurance requirements found in the Agreement (Separate document).

~~23.0 LIVING WAGE POLICY (If applicable)~~

~~With certain exceptions, the City requires vendors to pay all employees who provide services under a City services agreement in accordance with the Living Wage Policy. That Policy is provided as an exhibit to the contract that is attached. Currently, vendors subject to the Policy must pay such employees at least \$16.30 per hour for each hour that such employee provides services under the agreement, and that amount increases once a year. In addition, while the agreement is in effect, that vendor must provide such employees with no less than 96 hours of paid leave per calendar year. If this work requires the payment of both living wage and prevailing wages, the vendor will pay the higher of the two wages.~~

~~The City's Living Wage Policy is non-negotiable. Any bidder who submits a bid under this RFB has, by doing so, agrees to comply with the Policy.~~

~~24.0 PREVAILING WAGES (If applicable)~~

~~If the service performed in the RFB is considered a "public work" project, the services are subject to the requirements of Division 2, Part 7, Chapter 1 of the Labor Code and Title 8, Division 1, Chapter 8 of the California Code of Regulations ("CCR"). The vendor and all of its subcontractors must pay wages in accordance with the determination of the Director of the DIR. Copies of these rates are on file with the Buyer and will be made available to any interested party on request. They are also available at <http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>. The vendor must post a copy of the DIR's rates at each job site. This work is subject to compliance monitoring and enforcement by the DIR. The vendor and its subcontractors must furnish certified payroll records directly to the Labor Commissioner. The vendor and its subcontractors are not qualified to bid on, be listed in a bid, or engage in the performance of any contract for public work, as defined in Labor Code Sections 1720 through 1861, unless registered and qualified to perform public work pursuant to Labor Code Section 1725.5 at the time of bid submission. If this work requires the payment of both living wage and prevailing wages, the vendor will pay the higher of the two wages.~~

25.0 SMALL LOCAL BUSINESS PURCHASING PREFERENCE

- a. The City offers a bidding preference for small local businesses. A "small local business" is defined as a business entity that meets all of the following criteria:
 1. Has for at least 36 months immediately preceding submittal of its bid held a current City business license;
 2. Has for at least 36 months immediately preceding submittal of its bid maintained within the City's geographic boundaries its principal business office (as defined below);
 3. Has average annual gross receipts of \$20 million or less over the 36 months immediately preceding submittal of its bid; and
 4. Employs fewer than 100 employees.

- b. Additionally, a small local business must certify one of the following:
1. At least 50 percent of its employees are Oxnard residents and have been Oxnard residents for at least 90 days prior to submission of the bid; or
 2. If the bidder intends to hire employees and/or obtain subcontractors for the work, the bidder submits with its bid a certification confirming it has verified its own proposed employee base for performance of the contract and confirmed with all subcontractors providing bids used to formulate the contractor's bid that at least 50 percent of the labor hours devoted to performance of the contract will be provided by City residents. This option is only available for trade services or construction contracts.
- c. A "principal business office" is defined as:
1. The place where the principal officers or owners generally transact business, to which reports are made, and from which orders and payments are made; and
 2. The place which the business represents to government authorities as its principal office or principal place of business;

Please note that under City Code Section 4-2, you may be subject to an audit and may be required to provide proof of compliance with the requirements of the Section. You will be subject to penalties for falsely claiming to be a Small Local Business under the Section. More information is available at City Code Section 4-2.

If you wish to certify as a small local business, please submit the certification available in the bid document with the rest of your bid.

26.0 INVESTIGATIONS

The City may make such investigations as necessary to determine the ability of the bidder to perform the services as required. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that the bidder is qualified to carry out the obligations of the contract.

~~27.0 FEDERAL EXCLUSION LIST (If applicable)~~

~~If the award is federal or State funded, the potential bidder must go to the following website (<https://www.sam.gov/portal/public/SAM>) and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). If awarded a contract, awarded vendor must notify the City immediately if debarred at any time during the contract period.~~

28.0 USE BY OTHER POLITICAL ENTITIES

The Bidder agrees to extend the same pricing, terms, and conditions as stated in this procurement and ensuing Agreement to each and every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the Bidder; and the City shall in no way be responsible to the Bidder for other entities' purchases.

INTERNAL AUDITOR REQUEST FOR PROPOSALS

Presentation to Finance and Governance Committee

Shiri Klima, Deputy City Manager

September 22, 2020



RECOMMENDATION

That the Finance and Governance Committee receive and file the update regarding the internal auditor request for proposals.

COMPREHENSIVE INTERNAL AUDIT PROGRAM FRAMEWORK

Thorough performance evaluation of each department in the City once every 6 years, such as:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Police	Public Works	Fire	Community Development	Human Resources	Billing & Licensing
IT	Cultural & Community Services	City Attorney's	Housing Dept (not Housing Authority)	Finance	City Manager's & City Clerk's

But we cannot afford it now!

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ON-CALL INTERNAL AUDITOR--\$25,000*

RFP Schedule

Date	Activity
Sept. 30	Submission of all proposals due
Oct. 5	Review of proposals
Oct. 12	Proposer presentations (if necessary)
Oct. 19	Agreement development/ negotiations
Oct. 27	Finance & Governance Committee
Nov. 17	City Council
Nov. 18	Contracted work begins

*Price Paige is continuing to operate the whistleblower hotline services

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RECOMMENDATION

That the Finance and Governance Committee receive and file the update regarding the internal auditor request for proposals.

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Questions

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