

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
July 22, 2025
Regular Meeting - 5:00 PM to 6:30 PM

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

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 884 2089 3623
3. Passcode: 262293

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at www.https://www.oxnard.org/city-meetings/.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
 - a. Submit a request to speak remotely by 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org by 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. Follow Zoom details listed above.

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 include: (Minutes for Presentation + Council Discussion + Public Comment)

- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA AND NON-ACTION ITEMS

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, and on non-action items such as ceremonial items, report of city manager / executive director / secretary, and city council/ housing authority / successor agency / financing authority business / committee reports. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. 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 / Executive Director / Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the June 24, and July 8, 2025.

Contact: Luly Lopez, (805) 385-7805

D. REPORTS

1. City Manager Department

SUBJECT: Whistleblower Activity Report (10 minutes)

RECOMMENDATION: That the Finance and Governance Committee receive and file an update on the City's whistleblower hotline.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/huZc6w6bjsg>

Contact: Eric Sonstegard, (805) 385-7478

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: July 22, 2025

TO: Finance & Governance Committee

FROM: Luly Lopez, City Clerk, (805) 385-7805, luly.lopez@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Finance and Governance Committee approve the minutes of the June 24, and July 8, 2025.

BACKGROUND

Approval of minutes.

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Luly Lopez, City Clerk

ATTACHMENTS

1. Finance and Governance Committee for June 24 2025
2. Minutes of Finance and Governance Committee for July 8 2025

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
June 24, 2025

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:01 p.m., Chair Luis A. Mc Arthur called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 West Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Luis A. Mc Arthur; Member Gabriela Rodriguez and Member Aaron Starr were present. Saluted the flag.

Staff members present were Alexander Nguyen, City Manager; Eric Sonstegard, Assistant City Manager; Stephen Fischer, City Attorney; Javier Chagoyen-Lázaro, Chief Financial Officer; Brenda Lopez, Interim Housing Director; Rhonda Hodge, Housing Financial Officer; and Lourdes A. López, City Clerk.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comments were received.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the June 10, 2025 regular meeting as presented.

No public comments were received.

It was moved by Member Rodriguez, seconded by Member Starr, to approve the Information/Consent item as presented. VOTE: Rodriguez, Starr and Mc Arthur voted in favor; the motion carried 3-0.

D. REPORTS

1. Housing Department

SUBJECT: Policy, Portfolio Guidelines, and Investment Delegation for the Housing Authority of the City of Oxnard. (10 minutes)

RECOMMENDATION: That the Finance and Governance Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard adopt a resolution approving an investment policy and investment portfolio guidelines for the Housing Authority of the City of Oxnard, and delegating investment authority to the Housing Finance Officer for Fiscal Year 2025-2026.

The Interim Housing Director introduced the Housing Financial Officer and were available to answer the committee's questions. Public comment was received from Jim Lavery. Discussion ensued among the Committee and staff.

It was moved by Chair Mc Arthur, seconded by Member Starr, to approve the recommended action as presented. VOTE: Starr, Mc Arthur and Rodriguez voted in favor; the motion carried 3-0.

2. Finance Department

SUBJECT: Authorizing the Issuance of 2025 Wastewater Revenue Refunding Bonds. (15 minutes)

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council:

1. Adopt a resolution approving and authorizing the issuance of 2025 Wastewater Revenue Refunding Bonds in an amount not to exceed \$55,000,000, and
2. Authorizing the execution and delivery of other documents required in connection therewith; and
3. Authorizing the taking of all other actions necessary to the consummation of the transaction contemplated by the resolution.

(Presentation will be live at the request of the consultant.)

The Chief Financial Officer introduced Christian Sprunger with NHA Advisors who made a presentation and discussed the three outstanding Wastewater Fund obligations. The Chief Financial Officer and Mr. Sprunger were available to answer the committee's questions. Public comment was received from Jim Lavery. Discussion ensued among the Committee and staff.

It was moved by Chair Mc Arthur, seconded by Member Rodriguez, to approve the recommended action as presented. VOTE: Mc Arthur, Rodriguez and Starr voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS

No requests were made.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Mc Arthur adjourned the meeting at 5:40 p.m.

LOURDES A. LÓPEZ
City Clerk

LUIS A. MC ARTHUR
Chair

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
July 8, 2025

Because there were no items requiring consideration on this date, there was no regular meeting.

LOURDES A. LÓPEZ
City Clerk

LUIS A. MC ARTHUR
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: July 22, 2025

TO: Finance & Governance Committee

FROM: Eric Sonstegard, Assistant City Manager, (805) 385-7478, eric.sonstegard@oxnard.org

SUBJECT: Whistleblower Activity Report (10 minutes)

RECOMMENDATION

That the Finance and Governance Committee receive and file an update on the City's whistleblower hotline.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/huZc6w6bjsq>

BACKGROUND

The Oxnard City Council adopted a whistleblower hotline policy on April 5, 2016. That policy states that the City will take all appropriate steps to thoroughly evaluate any allegation of improper governmental action that is brought to its attention. An *"improper governmental action"* is defined as *"any activity by a local agency or employee that is undertaken in the performance of the employee's official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct."* The policy further states that the City establish a whistleblower hotline to receive and investigate allegations of possible City fraud, waste, and abuse. These complaints must remain confidential, and the identity of the complainant may not be disclosed without the complainant's permission, except to an appropriate law enforcement agency conducting a criminal investigation.

Syntrio, Inc manages the Whistleblower system itself (online portal and call center) while Vasquez & Company provides internal auditing review for complaints received. Upon receipt of a complaint, the Internal Auditor may conduct an investigation into the facts alleged in the complaint to determine whether an improper governmental action has occurred. The Internal Auditor will first screen the allegation to determine merit and relevance, and then assess possible risk to the City, among the following three options:

- 1. High Priority** – Matters considered high priority may include potential losses to the City exceeding \$75,000, high-level management involvement, collusion among multiple wrongdoers, major department-wide issues, or the need for immediate action to prevent a potential major issue.
- 2. Medium Priority** – Matters considered medium priority may include potential losses to the City exceeding \$25,000, such as abuse of authority, involvement of medium-to-low level employees, minor department-wide issues, or patterns of small issues that could be significant cumulatively.
- 3. Low Priority** – Matters considered low priority may include potential losses to the City of up to \$25,000, comprising isolated incidents of time abuse, wasteful practices that could lead to efficiencies if corrected, or

allegations that lack credibility and evidence.

The internal auditor should investigate high-priority matters with the utmost urgency, then medium-priority matters, and finally, low-priority matters.

The City provides the Finance and Governance Committee with this report summarizing the complaints received every six months.

DISCUSSION

Employees or residents may file a complaint online at www.clearviewconnects.com, by calling (844) 964-2544, or by mail at P.O. Box 11017, Toronto, Ontario, M1E 1N0. All complaints are routed directly to Vasquez for its determination within 24 hours of receipt whether the complaint has merit and relevance. If that is possible, Vasquez has another 24 hours to determine whether to rank the priority of the complaint high, medium or low (as defined above). After priority is determined, Vasquez has an additional 24 hours to notify City staff that 1) Vasquez has received a high or medium priority complaint and will be investigating the matter immediately, or 2) Vasquez has received a low priority complaint and needs to make a mutual determination with City staff as to whether that complaint should be investigated. For high- or medium-priority complaints, Vasquez must then complete the investigation, prepare a report, and present it to the Finance and Governance Committee with thoroughness and speed, updating staff on the status of any investigation at least weekly.

Whistleblower Activity Report

The following allegations and complaints were received during the period from January 10, 2025, to June 30, 2025:

Incident Number	Primary Type of Allegation	Source of Submission	Priority	Current Status
10-2631136	Products and Customer Service	Website	N/A	Deemed non-fiscal or City related.
10-8959651	Violation of Laws, Regulations, Policies and Procedures	Website	N/A	Deemed non-fiscal or City related.
10-6922569	Manipulation or Falsification of Data	Website	N/A	Deemed non-fiscal or City related.
10-1499696	Fraud	Website	N/A	Deemed non-fiscal or City related.
10-9467003	Unethical Conduct	Website	N/A	Deemed non-fiscal or City related.
10-3512972	Compensation and Benefits	Website	N/A	Deemed non-fiscal or City related.
10-7278320	Undefined	Hotline - Voicemail	N/A	Deemed non-fiscal or City related.
10-5570810	Violation of Laws, Regulations, Policies and Procedures	Hotline - Voicemail	N/A	Deemed non-fiscal or City related.
10-8328938	Conflict of Interest	Website	N/A	Deemed non-fiscal or City related.
10-6951766	Unethical Conduct	Website	N/A	Deemed non-fiscal or City related.

Whistleblower Activity Summary

A total of eleven (11) whistleblower reports were filed during this time period. Vasquez & Company deemed all eleven allegations received during this time period unrelated to the City of Oxnard's fiscal matters. All eleven reports were forwarded to the appropriate department(s) for follow-up.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact for this item.

Prepared by: Eric Sonstegard, Assistant City Manager

ATTACHMENTS

1. 250722 Presentation-Whistleblower Activity Report

Whistleblower Activity Report

Presentation to the Finance & Governance Committee
July 22, 2025

Presented by:
Eric S. Sonstegard, Assistant City Manager

An “improper governmental action” is defined as:

“Any activity by a local agency or employee that is undertaken in the performance of the employee’s official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct”

- 1) Upon receipt, the Internal Auditor (Vasquez and Company) may conduct an investigation into the facts alleged in the report to determine whether an improper governmental action has occurred.
- 2) The Internal Auditor will first screen to determine merit and relevance, followed by the possible risk to the City.

If the allegation is determined to have merit and relevance, it's given a priority ranking of High, Medium or Low.

- 1) High Priority - high priority matters could include: potential loss to the City of more than \$75,000, high level management involvement, collusion of multiple wrongdoers, major department-wide issues, or the need for immediate action to stop a potential major issue.
- 2) Medium Priority - medium priority matters could include: potential loss to the City of more than \$25,000, include abuse of authority, medium-to-low level employee involvement, minor department-wide issues, or patterns of small issues that could be significant cumulatively.
- 3) Low Priority - low priority matters could include: potential loss to the City of up to \$25,000, composed of isolated incidences of time abuse, wasteful practices that could lead to efficiencies if corrected, or allegations that lack credibility and evidence.

- Employees or residents may file a complaint online at www.clearviewconnects.com; by calling (844) 964-2544; or by mail to P.O. Box 11017, Toronto, Ontario, M1E 1N0.
- Reports are routed to Vasquez and Company for determination of relevance and merit within 24 hours of receipt.
- If report is determined to be non-fiscal or city related (does not have merit or relevance), it is forwarded to the appropriate City department or outside agency for processing.
- If the report is determined to have merit and relevance, Vasquez will rank the priority of the complaint within another 24 hours.
 - If it's a low priority complaint, Vasquez and the City must make a mutual determination as to whether an investigation is needed.
 - If it's a medium or high priority complaint, Vasquez has 24 hours to notify City staff that they (Vasquez) will be investigating the matter immediately.

- There were 11 total reports received between 1/10/25 - 6/30/25
- All 11 were determined to be non-fiscal or City related by the internal auditor.

Primary Type of Allegation	Number of Reports Received
Violation of Laws, Regulations, Policies and Procedures	2
Unethical Conduct	2
Undefined	2
Fraud	1
Manipulation or Falsification of Data	1
Products and Customer Service	1
Conflict of Interest	1
Compensation and Benefits	1



QUESTIONS