

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 and at the Oxnard main library, 251 South A Street during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.gov.



AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
April 14, 2026
Regular Meeting - 5:00 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: 890 2901 4298
3. Passcode: 207969

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/](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. 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 the 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 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 regular meeting minutes for March 24, 2026.

Contact: Luly Lopez, (805) 385-7805

D. REPORTS

1. Information Technology Department

SUBJECT: Agreement with CDW/Microsoft.

RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute an agreement with CDW Corporation (Agreement No. 32600479) for an amount not-to-exceed \$1.5 million for the purchase of Microsoft licenses for the three-year agreement term of May 1, 2026, to April 30, 2029.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/ginDn4Ummc4>

Contact: Robert Ruben, (805) 385-7554

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

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

DATE: April 14, 2026
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 regular meeting minutes for March 24, 2026.

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. Minutes of Finance and Governance Committee for March 24, 2026

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
March 24, 2026

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:00 p.m., Committee Member Gabriela Rodriguez 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. Committee Members Gabriela Rodriguez and Aaron Starr were present. Chair Luis A. Mc Arthur was absent. The City Clerk stated that the agenda was posted on Tuesday, March 17, 2026 at the Library, City Hall kiosk, City Administrative Offices and on the website.

It was moved by Member Starr, seconded by Member Rodriguez, to appoint Gabriela Rodriguez as Chair Pro Tem in the absence of Chair Mc Arthur. VOTE: Starr and Rodriguez voted in favor. The motion carried 2-0. Chair Mc Arthur was absent.

The meeting opened with the pledge of allegiance to the flag of the United States led by Member Rodriguez.

Staff members present were Alexander Nguyen, City Manager; Eric Sonstegard, Assistant City Manager; Stephen Fischer, City Attorney; Jason Zaragoza, Assistant City Attorney; Steve Naveau, Human Resources Director and Lourdes A. López, City Clerk.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

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

Public comments were received from Jim Lavery.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the regular meeting minutes for January 27, February 10 and 24, and March 10, 2026.

No public comments were received.

It was moved by Member Starr, seconded by Chair Pro Tem Rodriguez, to approve the Information/Consent item as presented. VOTE: Starr and Rodriguez voted in favor; the motion carried 2-0. Chair Mc Arthur was absent.

D. REPORTS

1. City Manager Department

SUBJECT: California Public Records Act Update and Amending the Position Control Resolution for the City Manager's Office.

RECOMMENDATION: That the Finance and Governance Committee:

1. Receive and file a report on the California Public Records Act Request Activity and forward the report to the City Council; and
2. Recommend that the City Council adopt a resolution amending the Full-Time Equivalent Resolution No. 15,885 for the City Managers' Office to add one full-time Administrative Services Specialist position, and reclassify one Administrative Services Analyst position to an Administrative Services Analyst Senior position, effective upon adoption, and take related actions as necessary.

Public comments were received from Eric Andrist and Alicia Percell.

The City Manager, Assistant City Manager Sonstegard, Assistant City Attorney, Human Resources Director and City Clerk presented and were available to answer the committee's questions. Discussion ensued among the Committee and staff.

It was moved by Member Starr to postpone the item until the City Manager and City Clerk can discuss it and return with their recommendations. The motion did not receive a second.

It was moved by Chair Pro Tem Rodriguez, seconded by Member Starr, to approve the recommended item as presented. VOTE: Rodriguez voted in favor; Councilman Starr voted no. The motion failed 1-1. Chair Mc Arthur was absent.

E. ITEMS FOR FUTURE AGENDAS

No requests were made.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Pro Tem Rodriguez adjourned the meeting at 5:42 p.m.

LOURDES A. LÓPEZ
City Clerk

GABRIELA RODRIGUEZ
Chair Pro Tem



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.1**

DATE: April 14, 2026
TO: Finance & Governance Committee
FROM: Robert Ruben, Chief Information Officer, (805) 385-7554, robert.ruben@oxnard.org
SUBJECT: Agreement with CDW/Microsoft.

RECOMMENDATION

That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute an agreement with CDW Corporation (Agreement No. 32600479) for an amount not-to-exceed \$1.5 million for the purchase of Microsoft licenses for the three-year agreement term of May 1, 2026, to April 30, 2029.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/ginDn4Ummc4>

BACKGROUND

Since 2011, the City of Oxnard has maintained a Microsoft Enterprise Agreement (EA) to license the software, cloud services, and infrastructure used across City departments. Microsoft products — including Windows operating systems, Office suite (Word, Excel, PowerPoint), SQL Server, and server infrastructure — support day-to-day operations citywide.

The City procures its EA by piggybacking off the County of Riverside's competitively bid Microsoft Enterprise Master Purchase Agreement, shared by more than 900 public agencies. This approach locks in favorable pricing the City could not obtain independently.

The EA provides several key benefits over a three-year term:

- Fixed pricing and amortized licensing costs
- Access to all necessary Microsoft products
- Scalable commitments on hosted services
- Continuous software patches, security updates, and version upgrades under Software Assurance

Each year, the City performs an annual "true-up" to reconcile any product or licensing changes made during the prior twelve months.

The current EA expires April 30, 2026. This renewal covers the period May 1, 2026 through April 30, 2029 and continues citywide Microsoft licensing established under the prior agreement, including Windows desktop and server operating systems, Office suite, SQL Server, Microsoft Systems Center for datacenter management, and professional services. SQL Server licensing allows IT to properly segment database resources and upgrade

legacy systems no longer supported on older versions. Systems Center enables IT to manage the City's virtual servers — ensuring they remain current on operating system updates and security patches.

The City's migration from Google Workspace to Microsoft's productivity suite is anticipated to occur in a phased approach over the three-year term of the Enterprise Agreement. Rather than an immediate citywide cutover, the transition will begin with a defined pilot group of users, allowing the City's IT staff to test system integrations, validate workflows, and address compatibility issues between the Google and Microsoft environments before broader adoption. As confidence in the Microsoft platform grows and successful integration with existing City systems is confirmed, the licensing footprint will expand incrementally — onboarding additional departments and user groups in each subsequent year — while simultaneously retiring Google Workspace licenses. This parallel operation during the transition period ensures continuity of City operations and minimizes disruption to staff productivity. Because Microsoft licensing costs are directly tied to the number of active users, total annual expenditures are expected to increase each year as more staff are migrated from Google Workspace to the Microsoft platform, with Google Workspace costs correspondingly decreasing as licenses are decommissioned. Accordingly, while the baseline three-year Microsoft Enterprise Agreement cost is \$934,914 (in equal annual installments of \$311,638), the actual cost trajectory will reflect the growth in licensed Microsoft users as the transition progresses. This growth could add another \$145,000 to the cost in Year 2 and another \$285,000 in Year 3, for a total 3 year cost of \$1.36 million. A 10% contingency of \$136,000 to account for unanticipated licensing needs, integration costs, data migration expenses, or accelerated adoption, results in a total not-to-exceed authorization of \$1.5 million.

At the time of this meeting, Microsoft is still working on drawing the documents for the agreement. It is expected that by the time this item moves to City Council for approval, all documents will be available for signature.

STRATEGIC PRIORITIES

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

Funding for these services is included in the IT Department's FY 2025–26 budget, and no additional appropriations are required. Future-year funding will be incorporated into upcoming budget processes, with total annual expenditures expected to remain stable and consistent with current levels. Current funding account is 7311801-53001.

Prepared by: Gary Krumian, Programmer Analyst

ATTACHMENTS

1. Presentation

Agreement with CDW for purchase of Microsoft Enterprise Agreement Licenses

Finance & Governance Committee

April 14, 2026

Rob Ruben, CIO

That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute an agreement with CDW Corporation (Agreement No. 32600479) for an amount not-to-exceed \$1.5 million for the purchase of Microsoft licenses for the three-year agreement term of May 1, 2026, to April 30, 2029.

- Since 2011, the City of Oxnard has maintained a Microsoft Enterprise Agreement (EA) to license software, cloud services, and infrastructure across various City departments
- The EA provides software such as Windows OS, Office Suite (Word, Excel, PowerPoint etc.), SQL Server, Server Infrastructure, Microsoft Systems Center, and Professional Services
- The most widely-used method of procuring these licenses has been through piggybacking off the County of Riverside's competitively bid Microsoft Enterprise Master Purchase Agreement, shared by more than 900 public agencies
- The County of Riverside master agreement offers the highest discounted pricing based on public entities larger than 15,000 users and thus the City is able to leverage this pricing despite its much smaller size

- Locks in favorable pricing unavailable through independent procurement
- Equal annual installments of \$311,638 provide predictable budgeting over the three-year term.
- Full product access covers all necessary Microsoft products citywide — Windows OS, Office suite, SQL Server, Systems Center datacenter management, and necessary services
- Access to Software Assurance ensures continuous patches, security updates, and version upgrades ensure City systems remain current, reducing vulnerability exposure and support costs
- Each year the City reconciles product and licensing changes from the prior twelve months, ensuring the agreement stays right-sized and scalable to City needs

- This EA is expected to kickoff the City's planned migration from Google Workspace into full Microsoft adoption
- The first year will serve as a pilot and foundation to test and validate the integration, train staff and setup data migration systems
- This will be followed by a broader rollout of Microsoft systems and a phase down of Google systems
- The third year is likely to include a high level of Microsoft deployment, archiving of legacy Google data and optimization of productivity systems throughout the City

Cost Component	Year 1	Year 2	Year 3	Total
Base EA (Equal Annual Installments)	\$311,638	\$311,638	\$311,638	\$934,914
Google → Microsoft User Growth Cost	—	\$145,000	\$285,000	\$430,000
Subtotal	\$311,638	\$456,638	\$596,638	\$1,364,914
10% Contingency				\$136,000
TOTAL NOT-TO-EXCEED AUTHORIZATION				\$1,500,000

Base EA \$311,638/yr	3-Yr Base \$934,914	Growth Cost \$430,000	Contingency \$136,000	NTE Total \$1,500,000
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* Contingency covers unanticipated licensing needs, integration costs, data migration, and accelerated adoption.

That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute an agreement with CDW Corporation (Agreement No. 32600479) for an amount not-to-exceed \$1.5 million for the purchase of Microsoft licenses for the three-year agreement term of May 1, 2026, to April 30, 2029.



QUESTIONS