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.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
July 28, 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: 872 3437 1653
3. Passcode: 759534

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.

To report a disruption of the meeting broadcast or remote public comment system, please call +1 805-385-8325. In the event of such a disruption, the legislative body will recess the open session of the meeting while efforts are made to restore the disrupted service. If the disrupted service has not been restored within one (1) hour, the legislative body may reconvene the meeting as authorized by Government Code 54953.4 and the policy set forth in City Council Resolution No. 16,074.

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: Appoval of Minutes.

RECOMMENDATION: That the Finance and Governance Committee approve the regular meeting minutes for July 14, 2026.

Contact: Luly Lopez, (805) 385-7805

D. REPORTS

1. City Manager Department

SUBJECT: Whistleblower Program Biannual Update.

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/9c2FCL2ZZTQ

Contact: Eric Sonstegard, (805) 385-7478

2. Information Technology Department

SUBJECT: Agreement with Dito LLC for Google Enterprise Licenses.

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute an agreement with Dito LLC (Agreement No. 32700084) for the purpose of purchasing Google Enterprise and Productivity Suite licenses for three years in the amount of $1,026,153 plus another $102,615 for additional user licenses as may be needed for a total three year authorization of $1,128,768.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/Kr7DPEfWw6g
Contact: Robert Ruben, (805) 385-7554

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

CITY OF OXNARD CALIFORNIA

**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

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

DATE: July 28, 2026

TO: Finance & Governance Committee

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

SUBJECT: Appoval of Minutes.

RECOMMENDATION

That the Finance and Governance Committee approve the regular meeting minutes for July 14, 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 July 14 2026

MINUTES

OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
July 14, 2026

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:02 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. Committee Members Gabriela Rodriguez, Aaron Starr and Chair Luis A. Mc Arthur were present. The City Clerk stated that the agenda was posted on Tuesday, July 7, 2026 at the Library, City Hall kiosk, City Administrative Offices and on the website.

The meeting opened with the Pledge of Allegiance to the Flag of the United States, led by Committee Member Rodriguez.

Staff members present were Alexander Nguyen, City Manager; Eric Sonstegard, Assistant City Manager; Stephen Fischer, City Attorney; Javier Chagoyen-Lázaro, Chief Financial Officer; Libertad Macias, Purchasing Manager 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 May 26, June 9 and June 23, 2026.

Committee Member Starr stated that on May 26, he requested that an agenda item regarding the potential dissolution of the Council Committees be brought forward and asked for an update on its status.

Public comments were received from one anonymous speaker who participated virtually.

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

D. REPORTS

1. City Treasurer
SUBJECT: Comprehensive Banking Services Agreement with Bank of America.
RECOMMENDATION: That the Finance & Governance Committee recommend that the City Council approve and authorize the Mayor to execute an agreement with Bank of America for comprehensive banking services for an initial three-year term, with the option to extend the agreement for up to five additional one-year terms upon mutual written agreement of the parties.

The City Treasurer and Purchasing Manager presented and were available to answer questions. Discussion ensued among Council and staff.

No public comments were received.

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

E. ITEMS FOR FUTURE AGENDAS

Committee Member Rodriguez requested clarification on the process for requesting an agenda item.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Mc Arthur adjourned the meeting at 5:24 p.m.

LOURDES A. LÓPEZ City Clerk	LUIS A. MC ARTHUR Chair

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1

DATE: July 28, 2026

TO: Finance & Governance Committee

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

SUBJECT: Whistleblower Program Biannual Update.

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/9c2FCL2ZZTQ

BACKGROUND

The Oxnard City Council first adopted a whistleblower hotline policy in April 2016. The policy was most recently updated by the City Council on February 17, 2026 to reflect an update in State law. The policy states that the City will take all appropriate steps to thoroughly evaluate any allegation of improper governmental activity brought to its attention. An "improper governmental activity" is defined as *"any activity by a local agency, employee, or contractor or subcontractor that may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct."* The policy further states that the City has established a whistleblower hotline to receive and investigate allegations of possible "City Fraud, Waste, and Abuse, and Improper Governmental Activity." These reports must remain confidential, and the identity of the complainant may not be revealed without the permission of the complainant, except to an appropriate law enforcement agency conducting a criminal investigation and any potential exemptions under the California Public Records Act (CPRA).

The traditional definition of a whistleblower is someone who reports waste, fraud, abuse, corruption, or dangers to public health and safety to someone who is in the position to rectify the wrongdoing. A whistleblower typically works inside of the organization where the wrongdoing is taking place; however, being an agency or company "insider" is not essential to serving as a whistleblower. What matters is that the individual discloses information about wrongdoing that otherwise would not be known. A key protection is the right of whistleblowers to keep their identities confidential when providing evidence of wrongdoing to the proper authorities. Preventing those accused of wrongdoing from learning the identities of whistleblowers is perhaps the best way of ensuring that the whistleblowers will not be retaliated against for disclosures that benefit society. The City of Oxnard's whistleblower hotline policy states *"Any individual who files a complaint may elect to have their identity kept confidential during intake and investigation to the extent permitted by law, unless the individual waives confidentiality in writing or disclosure is required to a law-enforcement agency conducting a criminal investigation".*

While the City of Oxnard's whistleblower program allows for traditional whistleblower protections, it has historically been utilized more so as an anonymous tip line. In every report from the last five (5) years related to City-related activity, the reporting party has chosen to remain anonymous.

The technical components of the whistleblower hotline (online portal and call center) are managed by Mitratech Ethics Hotline, the owners of the Clearview Connects portal. Vasquez & Company ("Internal Auditor") provides internal auditing review for reports received, and is able to accept reports directly. Upon receipt of a report, the Internal Auditor evaluates the facts alleged in the report to determine whether an improper governmental activity may have occurred. For this, a report must have both merit (meaning the report may be considered an improper governmental activity if it is accurate) and relevance (that it relates to a service provided by the City of Oxnard).

Examples of Whistleblower Reports Without Merit

1. The claim(s) made in the report are able to be disproved
2. The claim(s) in the report are too vague to be able to determine accuracy
3. The claim is misdirected (e.g. "My backpack was stolen from my locker at the gym")

If the report makes claims that the City is not able to verify, the City requests more information directly from the reporter. This is generally done via direct message in the Clearview Connects portal, unless the whistleblower is willing to provide a phone number. Whether or not additional information is provided, the City and Internal Auditor work together to find any information that can verify the report's claim(s). Sometimes this investigation may point to an issue that puts the City at risk or merits further investigation. If so, that is a report with merit.

A misdirected report is something that the City wants to hear from a resident and help provide resolution to, but is not an improper governmental policy. An example of this would be an individual who suffers a robbery within the City. This type of report would be redirected to the Police Department for processing (along with communication to the reporter), but is not an improper governmental action.

Examples of Whistleblower Reports Without Relevance

1. The incident reported actually occurred in a neighboring City or the County, not within the City of Oxnard.
2. The incident reported relates to a non-city provided function, such as something that happened to a resident by another resident or dissatisfaction with a private business located in Oxnard.

In these instances, the reporter is notified of the correct agency to report to. When possible, City staff also forwards the report to the correct agency or company to maximize the chances of it getting addressed by the appropriate party.

If a report is determined by the Internal Auditor to have both merit and relevance, it is then ranked low, medium or high priority. This method is to help the Internal Auditor prioritize its investigations by targeting overall risk to the City. Any allegations that are rated "medium" or "high" should be addressed by the Internal Auditor and the City as soon as practicable. Those rated "low" are processed collaboratively between the City and the Internal Auditor.

1. **High Priority** – Matters that are considered high priority could include: safety concerns, potential losses to the City of equal or greater than $75,000,, high-level involvement, collusion of multiple

wrongdoers, a major department-wide issue, or the need for immediate action to stop a potential major issue.

2. **Medium Priority** – Matters that are considered medium priority could include: potential loss to the City of $25,000 or more, include abuse of authority, medium-to-low level employee involvement, minor department-wide issues, or patterns of small issues that could become significant in the aggregate.
3. **Low Priority** – Matters that are considered low priority could include: potential loss to the City of less than $25,000, isolated incidences of time abuse, wasteful practices that could lead to efficiencies if corrected, or allegations that lack credibility and evidence.

DISCUSSION

Employees or residents may file a report online at www.clearviewconnects.com or oxnard.gov/whistleblower-hotline, by calling (844) 964-2544, or by mail directly to the City's Internal Auditor at Vasquez & Company, LLP, Attn: Roger Martinez, 655 N. Central Avenue, Suite 1550, Glendale, CA 91203.

The whistleblower hotline was highlighted in the June 2026 "HR News You Can Use" monthly newsletter that is distributed to all city employees. An overview of the program was provided, which included the numerous ways that an employee could submit an allegation to the whistleblower hotline. Additionally, flyers with revised policy information about the whistleblower hotline were distributed to the City's Senior Leadership Team in June 2026 and are posted in all City department breakrooms.

Whistleblower Activity Report

The City provides the Finance and Governance Committee with this report summarizing the reports received every six months. The following reports were received during the period of January 1, 2026 to June 30, 2026:

Incident Number	Source of Submission	Report	Resolution
10-9938137	Website	Alleged Time Fraud/Improper Use of City Vehicle	Internal investigation completed (Auditor Comments: "*The investigation has been completed, and appropriate corrective action was taken with the employee. This matter has been fully addressed and is considered closed*.")
10-6649939	Website	Alleged Violation of Section 8 housing requirements by tenant	Referred to Housing Department for review (Auditor Comments: "*Based on the results of this review, no violations were substantiated*")
10-2790717	Website	Alleged Time Fraud	Internal investigation completed (Auditor Comments: "*Based on established criteria, this report was classified as fiscal-related due to its connection to payroll accuracy and employee compensation matters. However, it was assessed as low*

			priority, as there was no identified financial loss, no indication of systemic or department-wide impact, and no evidence of high-level or coordinated misconduct. The concerns were limited in scope to a single division and appeared administrative in nature.")
10-4047120	Hotline	Alleged Improper Search by Police Department Employee	Referred to Police Department Internal Affairs Unit (Auditor Comments: "*The Oxnard Police Department conducted an administrative assessment of the incident and concluded that no unlawful search or trespass occurred, noting that the Officer remained in areas open to public access and did not enter restricted portions of the property. The complaint was therefore deemed unsubstantiated, and no violation of constitutional rights was identified*.")

Whistleblower Activity Summary

Four whistleblower reports were filed during this time period. The Internal Auditor reviewed each report to determine if the report met the qualifications to be considered low, medium, or high priority. Medium and high priority reports would require an immediate response by the Internal Auditor. None of the reports were determined to be medium or high priority. Two of the reports (#10-6649939 & #10-4047120) were provided to City Departments to conduct an inquiry. In both instances, the allegations were determined to be unfounded. In the other two reports (#10-9938137 & #10-2790717), sufficient information was provided to allow for an internal investigation to be completed. The findings from all four (4) inquiries were then shared with the Internal Auditor to ensure they were satisfied with the outcome and no further investigation was needed.

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

There is no financial impact for this item.

Prepared by: Annie Jensen, Project Manager

ATTACHMENTS

1. Whistleblower Policy
2. Presentation

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 16,025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD UPDATING THE WHISTLEBLOWER HOTLINE POLICY

WHEREAS, on April 5, 2016, the City Council adopted Resolution No. 14,906, adopting a Whistleblower Hotline Policy pursuant to California Government Code Section 53087.6, which authorizes the City Council to approve establishing a whistleblower hotline to provide a confidential way for the public to report fraud, waste, abuse, and improper governmental activity; and

WHEREAS, Assembly Bill 2455 (Stats. 2024, Ch. 568, Sec. 5) amended California Government Code Section 53087.6 to add and modify definitions relating to whistleblower hotline policies; and

WHEREAS, the City Council wishes to update the Whistleblower Hotline Policy to incorporate the amendments to California Government Code Section 53087.6.

NOW, THEREFORE, the City Council of the City of Oxnard resolves that the updated Whistleblower Hotline Policy attached hereto as Exhibit "A" is hereby adopted.

PASSED AND ADOPTED THIS 17th day of February, 2026, by the following vote:

AYES: Councilmembers Rodriguez, Starr, Teran, Basua, Perello, Perez and Mc Arthur

NOES: None.

ABSENT: None.

ABSTAIN: None.

Luis A. Mc Arthur, Mayor

ATTEST:

Lourdes A. López, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

EXHIBIT "A"

City of Oxnard Whistleblower Hotline Policy

WHISTLEBLOWER PROTECTION

The City will take all appropriate steps to thoroughly evaluate any allegations of fraud, waste, or abuse or improper governmental activity that are brought to its attention. The City encourages anonymous or identified reporting by employees, volunteers, appointed or elected officials, members of the public, and contractors or subcontractors.

No City official or employee shall take retaliatory action against any employee or member of the public who, based on a good faith belief, has made a complaint or allegation concerning fraud, waste, or abuse or improper governmental activity. Protection extends to all persons who participate in an investigation, provide information, or refuse to participate in wrongdoing.

Any individual who files a complaint may elect to have their identity kept confidential during intake and investigation to the extent permitted by law, unless the individual waives confidentiality in writing or disclosure is required to a law-enforcement agency conducting a criminal investigation.

The City shall establish a Whistleblower Hotline in order to receive and investigate allegations of possible City Fraud, Waste, and Abuse and Improper Governmental Activity. This policy reflects the City's ongoing commitment to support open, ethical, accountable, and transparent local government. Identity and records will be protected consistent with confidentiality requirements and exemptions under the California Public Records Act (CPRA).

Purpose

It is the purpose of this policy to (1) encourage employees and members of the public to report information concerning any alleged fraud, waste, or abuse or improper governmental activity or subsequent retaliation by the City's officers or employees by providing them protection against retaliation, and (2) reinforce the expected values and behaviors of City officials, employees, and contractors or subcontractors as guardians of the public trust and resources.

Procedures

The following procedures aim to ensure accountability by creating a consistent and logical method for receiving and tracking allegations received through the Whistleblower Hotline. These procedures describe how the Internal Auditor and others involved in the reporting process will handle these allegations. Additionally, the procedures lay out a risk-based approach for using the Internal Auditor's limited resources to investigate the allegations that could place the City of Oxnard at the greatest risk.

Receiving Allegations

City staff or members of the public may submit allegations by either calling the Whistleblower Hotline's toll-free number, 1-(844) 964-2544, or by completing the online form https://clearviewconnects.com/#/. In addition, individuals may also submit allegations directly to the Internal Auditor. Any individual who files a complaint may elect to have their identity kept confidential. Identity will be kept confidential during intake and initial review to the extent permitted by law (see § 53087.6(c)) and CPRA exemptions unless the individual waives confidentiality in writing. Information can be submitted in person, over the phone, by voicemail, by e-mail, or by mail. The following provides the general procedure for receiving allegations.

In-Person or Phoned-In Allegations

Persons responsible for intake of allegations should adhere to the following procedures:

1. Ask about the subject of the allegation to ensure that the complainant is reporting to the correct entity. Determine if the allegation is about a City Department, Employee, Contractor, or Subcontractor; or if the complaint would fall under another jurisdiction.
   - If the allegation is not related to City government (for example, it is about a State or County Employee), refer the complainant to other relevant reporting options. See Reporting Options table. Enter the information in the Intake Log with a note about which entity the complainant was referred to.
2. If the allegation is about a City Department, Employee, Contractor or Subcontractor, start a conversation with the complainant about the allegation.
3. After obtaining a basic understanding of the allegation, if the complainant had not already provided his or her name, ask for their name and contact information. Discuss the complainant's preference about remaining anonymous. Note this information on the Intake Form. Persons receiving allegations may enter notes on paper or directly into the electronic form.
4. After gathering this information, continue the conversation about the allegation. Ask the questions from the Intake Form, if appropriate. However, use your discretion to ask additional questions. The form's questions are meant to be used as a tool to aid the conversation and to solicit possible additional evidence.
5. After completing the conversation, enter/review Intake Form notes and save the file on the Investigations database.
6. Log the allegation information on the Intake Log.
7. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Voicemail Allegations

1. Listen to the voicemail.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.

4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

E-mailed or Mailed-In Allegations

1. Read the e-mail or letter.
2. Log the allegation information on the Intake Log.
3. Complete the Intake Form.
4. If necessary and contact information is available, seek additional information by using any contact information that the complainant provided.
5. If contact is made, update the Intake Form to reflect additional information.
6. Discuss the allegation with appropriate Internal Auditor Staff. Depending on the severity of the allegations, this discussion might need to occur immediately. See Allegations section below. For less serious allegations, discussions of many allegations may take place during periodic whistleblower hotline meetings.

Screening for Merit and Relevance

The Whistleblower Hotline is open to the public at large. As such, it welcomes an expansive range of complaints. Therefore, it is important to consider, during the interview process, how the allegation may relate to waste, fraud, or abuse or improper governmental activity by the City, its Employees, Contractors or Subcontractors. To do this, intake staff should think broadly about how the provided statements could tie into a related matter. Allegations, from a cursory review, could appear to lack in merit or relevance due to a myriad of reasons. However, upon a thorough and professional evaluation, they may point to an issue that puts the City at risk, which merits further investigation. However, cases that lack merit and relevance, as determined by insubstantial statements, should be documented and closed as 'Dismissed: Does Not Appear to Have Merit' in the Whistleblower Intake Log in order to preserve Internal Auditor resources. Taking these necessary steps protects the integrity of the Whistleblower Hotline and efficiently preserves public resources for matters that have merit and relevance.

Allegations

The Intake Log and Intake Form requires Internal Auditor staff conducting the intake to rate the priority of the complaint using "low," "medium," and "high." This method is to help the Internal Auditor prioritize its investigations by targeting overall risk to the City of Oxnard. Any allegations that are rated "medium" or "high" should be presented to the City's Internal Auditor or relevant Internal Auditor staff as soon as practicable. Those rated "low" can be discussed during periodic hotline discussions. The following provides guidance about rating allegations:

High Priority

Reasons why allegations may be considered high priority include a safety concern, losses to the City of Oxnard for more or equal to $75,000, criminal activity resulting in a loss of at least $400, high-level involvement, collusion of multiple wrongdoers, a major department-wide issue, or need for immediate action to stop a potential major issue. High-priority items should be discussed immediately. In addition, addressing these items could take priority over other investigations and audits – at the Internal Auditor's discretion.

Medium Priority

Allegations in this category could include a loss to the City of Oxnard for more or equal to $25,000, abuse of authority, medium to low-level employee involvement, minor department-wide issues, or patterns of small problems that could become serious in the aggregate.

Low Priority

Allegations in this category could include a loss to the City of less than $25,000, isolated instances of time abuse, wasteful practices that would lead to limited gains in efficiencies if corrected, or allegations that lack credibility and evidence. The Internal Auditor would aim to investigate items in this list, but may not do so because of limited resources or if the complaint is insubstantial due to a lack of sufficient information to warrant an investigation. However, if the same or similar issues were reported multiple times, low priority items may become more of a priority.

Allegations Covered by the Internal Auditor

The hotline is designed to promote good government by providing City employees and members of the public with a way to report allegations of fraud, waste, and abuse or improper governmental activity.

In 2009, State Law went into effect that enabled local government auditors to establish whistleblower hotlines and to provide whistleblower protections. Local auditors are authorized under California Government Code Section 53087.6 to create whistleblower hotlines with the approval of their respective legislative bodies.

California Government Code Section 53087.6 defines "fraud, waste, or abuse" or "improper governmental activity" in this context as "any activity by a local agency, employee, or contractor or subcontractor that may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct."

The following further defines fraud, waste, and abuse:

Fraud -- The Association of Certified Fraud Examiners defines occupational fraud as "the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets."

Some examples of possible fraud include theft of City funds or property, accepting or soliciting a bribe or kickback, falsifying payroll information, falsifying financial records to hide theft, submitting a false voucher, or using city property for non-City business.

Waste -- Waste can be intentional or unintentional and can involve unnecessary or extravagant City expenditures or misuse of City resources.

Abuse -- This is the use of an employee's position in the City to obtain personal gain for that employee or for someone else like a family member or friend.

The above definitions are meant to provide guidance, and are not meant to cover all types of allegations that will be investigated.

Additional Definitions

Contractor or Subcontractor means a person, firm, corporation, partnership, vendor, or association and its responsible managing officer, as well as any directors, owners, co-owners, shareholders, partners, supervisors, managers, employees, and other individuals associated with the contractor or subcontractor who has submitted a bid or proposal; seeks to contract with, contracted with, or is in a contractual relationship with; or receives funding, including, but not limited to, grants from the City, or a department created by the City.

Employee means anyone employed by the City, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. It also includes volunteers and members of appointed boards or commissions, whether or not paid.

Good faith belief means an honest and reasonable belief based on personal knowledge.

Retaliatory action means any adverse change in an employee's employment status or the terms and conditions of employment resulting from an employee's complaint or allegation of an improper governmental action based on good faith belief.

Allegations Covered by Other City Offices

Some allegations are more appropriately investigated by other City Departments. The intent of establishing a whistleblower hotline is not to replace or limit other reporting options. Specifically, many Human Resources related issues should still be reported to the appropriate Human Resources staff. For example, labor grievances, discrimination allegations, and workers' compensation claims should be reported under the City's current procedures. Also, some callers may want to report legal issues to the

City Attorney's Office, or code enforcement issues to the Development Services Department. As appropriate, the Internal Auditor will refer reporters to other City departments. However, it may also be appropriate for Internal Auditor staff to gather initial information in these areas to better understand the issues involved.

Internal Referrals Reporting Options:

Human Resources Department for workers' compensation information, union grievance procedures, and environmental health and safety programs like OSHA and DOT compliance:
805-385-7590
https://www.oxnard.gov/human-resources-department

Financial Resources - Risk Management for liability claims:
805-385-7475
https://www.oxnard.gov/finance

City Attorney:
805-385-7483
https://www.oxnard.gov/city-attorneys-office

Code Compliance Division for neighborhood code, housing and dangerous buildings, business compliance, landscape requirements, rental house standards, and anti-graffiti:
805-385-7940
https://www.oxnard.gov/community-development/code-compliance

Police for non-emergencies:
805-385-7600
https://www.oxnardpd.org/

Reporting Options for Allegations Covered by Non-City Agencies

Jurisdiction	Organization	Reporting	Methods
County of Ventura	County Auditor-Controller	Audit Fraud Hotline	805-644-6019 Fraud.Hotline@venturacounty.gov Audit Fraud Hotline/ County of Ventura 800 South Victoria Ventura, CA 93009-1540
State of California	Bureau of State Audits	Whistleblower Hotline	800-952-5665 Investigations/ California State Auditor 621 Capitol Mall Suite 1200 Sacramento, CA 95814 https://www.auditor.ca.gov/whistleblower/
Consumer Complaints Against a Business	California Office of the Attorney General	Comment/ Complaint Form	https://oag.ca.gov/contact/consumer-complaint-against-business-or-company
Consumer Complaints Against a Business	Better Business Bureau	Complaints	https://www.bbb.org/consumer-complaints/file-a-complaint/get-started
California Attorneys	State Bar of California	Complaints	800-843-9053 https://www.calbar.ca.gov/public/file-complaints-claims
California Judges	Commission on Judicial Performance	Complaints	415-557-1200 https://cjp.ca.gov/online-complaint-instructions/

Special Circumstances

1. The Internal Auditor may receive allegations about elected officials. As the Internal Auditor does not generally have the authority to audit the City Council without their request to be audited, allegations involving these officials shall be discussed with the Internal Auditor immediately. The Internal Auditor and other City officials, if necessary, will discuss how to evaluate these types of allegations.
2. Additionally, allegations may be received about members of the Internal Auditor's staff. If such allegations occur, those receiving the allegations should report them to the Internal Auditor immediately. The Internal Auditor and any other Internal Auditor staff who become aware of the complaint will evaluate the allegation, possibly with the advice of other City staff and officials, to determine if an investigation shall be conducted by the City or by an outside entity. The Internal Auditor's staff is expected to keep the allegation confidential and not inform the individual who is the subject of the allegation. If the complaint is about the designated Internal Auditor, the individual receiving the allegation should discuss it with another staff member and possibly seek guidance from City staff or officials to determine how to proceed.

Periodic Reporting

The Internal Auditor shall, at least every six months, report to the Finance and Governance Committee on the allegations received through the Whistleblower Hotline, including the priority assigned and the status or disposition of each reported allegation.

Contact Information for the Internal Auditor Appointed by the Oxnard City Council:

Vasquez & Company, LLP
Roger Martinez
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
(213) 873-1777
https://www.vasquez.cpa/

Whistleblower Program Biannual Update

Presentation to the Finance & Governance Committee
July 28, 2026

Presented by:
Annie Jensen, Project Manager

CITY OF OXNARD CALIFORNIA

An "improper governmental activity" is defined as:

"Any activity by a local agency, employee, or contractor or subcontractors that may be in violation of any local, state, or federal law, ordinance, or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse or misappropriation of government property, funds or resources, or willful omission to perform a duty, is economically wasteful, or involves gross misconduct"

How are reports received?

Employees or residents may file a complaint:

1. Online at www.clearviewconnects.com or oxnard.gov/whistleblower-hotline;
2. By calling 1 (844) 964-2544 and speaking to a live agent; or
3. By mail directly to the Internal Auditor at

   Vasquez & Company, LLP

   Attn: Roger Martinez

   655 N. Central Avenue, Suite 1550

   Glendale, CA 91203

- There were **4** total reports received between 1/1/26 – 6/30/26

Incident Number	Source of Submission	Report	Resolution
10-9938137	Website	Alleged Time Theft/Improper Use of City Vehicle	Internal investigation completed
10-6649939	Website	Alleged violation of Section 8 housing requirements	Referred to housing for investigation; allegations unfounded.
10-2790717	Website	Alleged Time Fraud	Internal investigation completed
10-4047120	Hotline	Suspected Retaliation by City Employee	Referred to Police Department for investigation

CITY OF OXNARD CALIFORNIA

QUESTIONS

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2

DATE: July 28, 2026

TO: Finance & Governance Committee

FROM: Robert Ruben, Chief Information Officer, (805) 385-7554, robert.ruben@oxnard.org

SUBJECT: Agreement with Dito LLC for Google Enterprise Licenses.

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute an agreement with Dito LLC (Agreement No. 32700084) for the purpose of purchasing Google Enterprise and Productivity Suite licenses for three years in the amount of $1,026,153 plus another $102,615 for additional user licenses as may be needed for a total three year authorization of $1,128,768.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/Kr7DPEfWw6g

BACKGROUND

The City has relied on Google systems since 2013, when the platform was first deployed at the Police Department, and citywide since 2016. Over the past decade, these systems have become the backbone of the City's core information infrastructure, providing the City's email platform, document storage and retention, office productivity suite, video conferencing, and shared calendaring. The platform's integrated archiving and eDiscovery tools (Google Vault) are also central to the City's compliance with records retention requirements and its ability to respond efficiently to Public Records Act requests and litigation holds.

In May of 2018, Council approved a three-year renewal term with the City's Google reseller, Dito LLC, for 1,375 Google licenses at a cost of $355,950 for the three-year term, plus an additional $150,000 for future needs, for a total authorization of $505,950. Actual spending under that agreement was approximately $491,000, closely tracking the authorized amount.

In 2021, Council approved a five-year renewal for 1,500 enterprise licenses, along with 100 lower-cost archive licenses used to retain sensitive data belonging to former employees in support of the City's retention obligations. That agreement was sized in part to accommodate the licensing needs of the City's ERP project, and the total authorization was $1,030,000 over the five-year term. The City has expended approximately $840,000 with the vendor during this period, well within the authorized amount.

During the current term, Google rebranded and expanded the platform (formerly G Suite, now Google Workspace), adding security enhancements, productivity tools, enterprise artificial intelligence tools (Gemini) and other features at no additional migration cost to the City. The platform continues to support the compliance requirements applicable to City operations, including the handling of Police Department data subject to federal criminal justice security standards.

The term of the current Dito LLC agreement expires in September of 2026. Since 2021, the City's licensing needs have continued to evolve, driven by growth in staffing, expanded use of shared drives and storage, implementation of the ERP project, increased retention and eDiscovery demands, and new security requirements.

The IT Department has negotiated a three-year renewal term for 1,650 enterprise licenses, 1,005 archive licenses, and 425 Assured Controls licenses at a total cost of $1,026,153 over the term ($342,051 annually). The negotiated pricing reflects an aggregate discount of approximately 63 percent off Google's published list pricing, including an additional reseller discount from Dito LLC that saves the City $16,500 annually beyond Google's standard government discount. The negotiated pricing is summarized below.

License Type	Quantity	Annual List Price (Per User)	Discounted Annual Cost (Per User)	Total Annual Cost
Google Workspace Enterprise Plus	1,650	$420.00	$132.80	$219,120.00
Enterprise Plus - Archived User	1,005	$84.00	$46.20	$46,431.00
Google Workspace Assured Controls Plus	425	$360.00	$180.00	$76,500.00
Total				**$342,051.00**

The annual cost of the proposed agreement is higher than the expiring contract, and that growth is attributable to several factors. First, the per-user cost of the enterprise license has increased approximately 35 percent compared to five years ago - a cumulative increase of roughly 6 percent per year, well below the software industry norm of 8 to 10 percent annual price escalation. Second, the number of enterprise licenses has increased from 1,500 to 1,650 to accommodate staffing growth. Third, the number of archive licenses has grown from 100 to 1,005 as a direct result of the City's data retention policies: as employees separate from City service, their data must be preserved to meet retention schedules and remain searchable for Public Records Act and eDiscovery purposes, and the lower-cost archive license is the most economical way to meet that obligation. Finally, the agreement adds Assured Controls licensing for the first time, to ensure the City's full compliance with the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Assured Controls licenses give the City the technical controls to enforce these restrictions within Google Workspace and bring the City's cloud environment into full alignment with CJIS requirements for the accounts that handle criminal justice information.

In recent years, the City has expanded its use of Microsoft products for certain business functions. Even so, the Google platform continues to provide substantial and distinct value to the City. It houses more than a decade of institutional data and records; it underpins the City's established retention, archiving, and eDiscovery workflows for Public Records Act compliance; and it remains the City's primary platform for email, collaboration, and document management. Renewal preserves these capabilities and avoids the significant cost, retraining burden, and operational disruption that a wholesale platform migration would entail.

This renewal will continue to benefit the City with a proven, secure, and cost-effective system as its data and compliance needs continue to grow.

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

The total cost of the three-year agreement is $1,026,153, to be paid annually in installments of $342,051. Staff also recommends a ten percent contingency of $102,615 to accommodate potential license growth and unanticipated needs over the term, for a total authorization of $1,128,768. Funds are available in the IT Department's 7311801-53001 budget, and future-year costs will be included in subsequent proposed budgets.

(For Finance Use Only: Org. 7311801, Object 53001)

Prepared by: Gary Krumian, Programmer Analyst

ATTACHMENTS

1. Presentation

Renewal of Google Enterprise License Agreement

Finance & Governance Committee

July 28, 2026

Rob Ruben, CIO

CITY OF OXNARD CALIFORNIA

That the Finance and Governance Committee recommend that the City Council approve Agreement 32700084 with Dito LLC for the purpose of purchasing Google Enterprise and Productivity Suite licenses for three years in the amount of $1,026,153 plus another $102,615 for additional user licenses as may be needed for a total three year authorization of $1,128,768.

BACKGROUND

- Google systems implemented at Police department in 2013 to replace problematic legacy systems

- City-wide adoption of Google services in 2016 with approximately 1,400 user licenses

- Council approved renewals in May 2018 (three years) and April 2021 (five years) with Dito LLC, our Google resale partner

NEEDS AND DETAILS

- Current agreement expires in September 2026
- Negotiated renewal is for three years with 1,650 enterprise licenses to support staffing growth
- 1,005 archive licenses preserve former employees' data as required by City retention policies
- 425 new Assured Controls licenses ensure full compliance with FBI CJIS security rules for Police data
- CJIS requires Police data be accessible only to background-screened, U.S.-based personnel

PRICING

- Google Workspace Enterprise Plus: 1,650 licenses at $219,120 per year
- Archived User licenses: 1,005 at $46,431 per year
- Assured Controls Plus: 425 licenses at $76,500 per year
- Total cost is $342,051 per year, $1,026,153 over three years - roughly 63% below list pricing
- Staff requests a 10% contingency of $102,615 for a total authorization of $1,128,768
- Funds for this expenditure are budgeted into the IT Department's annual budget

That the Finance and Governance Committee recommend that the City Council approve Agreement 32700084 with Dito LLC for the purpose of purchasing Google Enterprise and Productivity Suite licenses for three years in the amount of $1,026,153 plus another $102,615 for additional user licenses as may be needed for a total three year authorization of $1,128,768.

CITY OF OXNARD CALIFORNIA

QUESTIONS