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.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
October 13, 2020
Regular Meeting - 9:30 to 10:45 AM

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

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

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

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

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

C. CONSENT AGENDA

1. City Clerk Department

   SUBJECT: Approval of Minutes.

   RECOMMENDATION: That the Finance and Governance Committee approve the minutes of the September 22, 2020 regular meeting as presented.

   Contact: Michelle Ascencion, (805) 385-7805

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

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

D. REPORTS

1. City Manager Department

SUBJECT: City Council Strategic Priorities Five-Year Update Process. (5/10/10)

RECOMMENDATION: That the Finance and Governance Committee provide feedback on the process for reviewing and updating Council strategic priorities this winter.

Contact: Alexander Nguyen, (805) 385-7430

2. City Manager Department

SUBJECT: Review and Prioritize Councilmember Agenda Requests. (5/5/5)

RECOMMENDATION: That the Finance and Governance Committee review and prioritize Councilmember agenda requests.

Contact: Alexander Nguyen, (805) 385-7430

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

<u>M I N U T E S</u>
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
September 22, 2020

A. <u>ROLL CALL, POSTING OF AGENDA, FLAG SALUTE</u>

At 9:37 a.m., Chair Flynn called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Vianey Lopez, Bert E. Perello, and Chair Tim Flynn were present via videoconference.

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

B. <u>PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA</u> (None received.)

C. <u>CONSENT AGENDA</u>

<u>City Clerk Department</u>

1. <u>SUBJECT</u>: Approval of Minutes.
<u>RECOMMENDATION</u>: That the Finance and Governance Committee approve the minutes of the September 8, 2020 regular meeting as presented.

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

D. <u>REPORTS</u>

<u>City Manager Department</u>

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

The Deputy City Manager and City Manager gave a report. Discussion ensued among the Committee and staff.

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

2. <u>SUBJECT</u>: Continuing to Wean Off of Measure O.
<u>RECOMMENDATION</u>: That the Finance and Governance Committee receive and file an update regarding the Measure O weaning process.

The Deputy City Manager gave a report. Public comments were received from Jim Lavery. Discussion ensued among the Committee and staff. No formal action was required.

3. SUBJECT: Internal Auditor RFP Update.
   RECOMMENDATION: That the Finance and Governance Committee receive and file an update on the internal auditor request for proposals.

The Deputy City Manager gave a report. Public comments were received from James Aragon. Discussion ensued among the Committee and staff. No formal action was required.

E. ITEMS FOR FUTURE AGENDAS

Member Perello requested a report on recent complaints of people jumping off of bridges in the Harbor.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Flynn adjourned the meeting at 11:01 a.m.

MICHELLE ASCENCION, CMC City Clerk	TIM FLYNN Chair

CITY OF OXNARD CALIFORNIA

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1

DATE: October 13, 2020

TO: Finance & Governance Committee

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

SUBJECT: City Council Strategic Priorities Five-Year Update Process. (5/10/10)

RECOMMENDATION

That the Finance and Governance Committee provide feedback on the process for reviewing and updating Council strategic priorities this winter.

BACKGROUND

On October 29, 2015, the City Council and senior leadership team held a priority-setting workshop. The Council determined four strategic priority areas—organizational effectiveness, economic development, quality of life, and infrastructure and natural resources—as well as goals and objectives under each of these areas.

DISCUSSION

It is good practice to update City Council priorities every five years. To prepare, staff asks the Finance and Governance Committee to consider:

- Step 1: In January 2021, staff will open the discussion of priorities at each of the five Committees. Each Committee will discuss the priorities from its vantage point and seek public input.

Given Covid-19, staff will make a concerted effort to conduct public outreach via digital and other methods.

- Step 2: In February 2021, Council will hold a special meeting to discuss and seek public input regarding these priorities.

- Step 3: In March 2021, Council will adopt these priorities at a regular meeting.

Staff brings this item to the Finance and Governance Committee now for feedback on this process.

STRATEGIC PRIORITIES

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

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

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

FINANCIAL IMPACT

There is no direct financial impact.

Prepared by: Shiri Klima, Deputy City Manager

ATTACHMENTS

1. 10.13.2020 - Council Priorities Presentation

COUNCIL STRATEGIC PRIORITIES 5-YEAR UPDATE PROCESS

Presentation to Finance and Governance Committee

Shiri Klima, Deputy City Manager

October 13, 2020

When	What
January 2021	- All 5 Committees consider priorities - Public outreach, public input
February 2021	- Special meeting of City Council to discuss priorities - Public outreach, public input
March 2021	- Adoption of priorities by Council at regular meeting - Public outreach, public input

CITY OF OXNARD CALIFORNIA

QUESTIONS

FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2

DATE: October 13, 2020

TO: Finance & Governance Committee

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

SUBJECT: Review and Prioritize Councilmember Agenda Requests. (5/5/5)

RECOMMENDATION

That the Finance and Governance Committee review and prioritize Councilmember agenda requests.

BACKGROUND

At the beginning of 2019, the Council Committee structure went into effect. Since then, Councilmembers have requested various topics come back to Committee at a later date.

DISCUSSION

Below is a list of eight items that Councilmembers have requested to be discussed at the Housing and Economic Development Committee. Staff is requesting that the Housing and Economic Development Committee review and prioritize these requests.

1. (City Manager) Review of Committee System
2. (Basua) Fiscal Year end update and quarterly revenue projections
3. (Flynn) Begin budget process in Sept, resume priority based budgeting
4. (Perello) Update on credit card convenience fees
5. (Flynn) Use of refinanced bond savings to fund median maintenance work
6. (Ramirez) Resolution supporting Medicare for all
7. (Ramirez) Update on state of homelessness during the Covid crisis
8. (Perello) Agendas should have ex-parte and CAO comment sections (like Planning Commission)

STRATEGIC PRIORITIES

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

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Sarah Rowley, Administrative Assistant

ATTACHMENTS

1. FGC - Future Agenda Items Requests

Council/Committee Future Agenda Requests		
Finance & Governance Committee		
1	(City Manager)	Review of Committee System
2	Basua	Fiscal Year end update and quarterly revenue projections
3	Flynn	Begin budget process in Sept, resume priority based budgeting
4	Perello	Update on credit card convenience fees
5	Flynn	Use of refinanced bod savings to fund median maintenance work
6	Ramirez	Resolution supporting Medicare for all
7	Ramirez	Update on state of homelessness during the Covid crisis
8	Perello	Agendas should have ex-parte and CAO comment sections (like Planning Commission)