

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
January 25, 2022

Regular Meeting - 5:00 to 6:30 PM

(Temporary Time Change)

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

- 1. Dial Phone Number: (888) 475-4499**
- 2. Enter Meeting ID: 823 1168 2733**
- 3. Passcode: 172482**

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom calling in steps listed above. Once the Mayor 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.

This meeting is being held in accordance with Assembly Bill 361, allowing members of the City Council, members of the public and staff to participate via teleconference.

Consistent with City policies imposed to promote social distancing, the facility where the City Council regularly meets is temporarily closed to the public. The public is encouraged to view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at [Youtube.com/oxnardnews](https://www.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. EMAILING COMMENTS OR REQUESTING TO SIGN UP TO SPEAK BEFORE THE MEETING

- a. Submit an email to cityclerk@oxnard.org no later than 3 p.m. on the day of the meeting (Please indicate the agenda item number in the subject line). All email correspondence will be forwarded to the City Council prior to the start of the meeting and made part of the legislative record.
- b. Submit a request to speak by no later than 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/city-meetings, emailing the City Clerk at cityclerk@oxnard.org, or calling the City Clerk at (805) 385-7803.

2. PROVIDING PUBLIC COMMENTS DURING THE MEETING

- a. To provide public comment without requesting to speak prior to the meeting, during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting.
- b. Public comments on agenda items shall be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment. During this three-minute time period, public comments may be taken and the City Council or staff may discuss the item being considered or briefly respond to public comments.

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

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: (Presentation / Committee Discussion / Public Comment)

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.

* The City has filed pre-election and post-election lawsuits regarding the validity of Measure M.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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. Speakers are limited to three minutes. After thirty 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 & Governance Committee approve the minutes of the January 11, 2022 regular meeting as presented.

Legislative Body: Finance & Governance Committee

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Information Technology Department

SUBJECT: Insight Public Sector Inc. (0/10/10)

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute a blanket purchase order in an amount not to exceed \$770,000 with Insight Public Sector, Inc. over a two-year period.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/6LxasD3Vh00>

Contact: Helen Miller, (805)385-7446

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

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

DATE: January 25, 2022

TO: Finance & Governance Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Finance & Governance Committee approve the minutes of the January 11, 2022 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES Finance & Governance Agenda 01 11 2022

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
JANUARY 11, 2022

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:01 p.m., Chair John C. Zaragoza 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. Chair Zaragoza was present in person. Member Gabriel (Gabe) Teran participated via videoconference. Member Gabriela Basua was absent.

Staff members present in person were Stephen M. Fischer, City Attorney and Rose Chaparro, City Clerk.

Staff members that participated via videoconference were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Alexander Hamilton, Fire Chief; Betsy George, Chief Financial Officer; and Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer.

Eadie + Payne Auditors Eden Casareno, Client Service Executive; Hong N. Nguyen, Partner of Municipal Services; and Mary L. Maxion, Audit Supervisor also participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Ray Blattel and Douglas Partello (requested that the audit be made available to the public).

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the December 28, 2021 regular meeting as presented.

It was moved by Member Teran, seconded by Chair Zaragoza, to approve the Information/Consent item as presented. VOTE: Zaragoza and Teran voted in favor; the motion carried 2-0. Member Basua was absent.

D. REPORTS

1. Finance Department

SUBJECT: FY 20-21 Annual Comprehensive Financial Report and Summary Presentation.
(15/15/10)

RECOMMENDATION: That the Finance and Governance Committee receive, and recommend that staff proceed to the full City Council with, the FY 20-21 Annual Comprehensive Financial Report (ACFR) and summary presentation from the City's external financial auditors, Eadie +

Payne, LLP.

(Presentation will be live upon consultant's request).

Betsy George, Chief Financial Officer, introduced Eadie + Payne Auditors Eden Casareno, Client Service Executive; Hong N. Nguyen, Partner of Municipal Services; and Mary L. Maxion, Audit Supervisor; which presented and answered the Committee's questions. Public comments were received from Douglas Partello. Discussion ensued among the Committee and staff.

It was moved by Member Teran, seconded by Chair Zaragoza, to approve the recommended action as presented. VOTE: Zaragoza and Teran voted in favor; the motion carried 2-0. Member Basua was absent.

2. City Attorney Department

SUBJECT: Council Procedures Manual Update. (0/10/10)

RECOMMENDATION: That the Finance and Governance Committee provide additional direction on the proposed update to the Council Procedures Manual and recommend that the City Council approve the proposed update to the Council Procedures Manual with such additional direction.

Stephen M. Fischer, City Attorney, presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

Member Teran asked that the public comment section of the procedures manual be updated with the current virtual process of receiving public comments.

It was moved by Member Teran, seconded by Chair Zaragoza, to approve the recommended action as presented. VOTE: Zaragoza and Teran voted in favor; the motion carried 2-0. Member Basua 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 Zaragoza adjourned the meeting at 6:11 p.m.

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: January 25, 2022

TO: Finance & Governance Committee

FROM: Helen Miller, Information Technology Director, (805)385-7446, helen.miller@oxnard.org

SUBJECT: Insight Public Sector Inc. (0/10/10)

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute a blanket purchase order in an amount not to exceed \$770,000 with Insight Public Sector, Inc. over a two-year period.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/6LxasD3Vh00>

BACKGROUND

The City's current computer network infrastructure, comprised of 200+ physical network components, supports the delivery of services to residents across 27 sites. The average age of the City's network equipment is approximately six years with the oldest at ten years of age. The useful life of a network's components typically ranges from five to seven years; therefore, the City has extended and responsibly optimized our initial investment.

The City Council's most recent network infrastructure approval was October 15, 2019, which is the last time staff presented the need to replace unsupported and unsecured hardware (with modern Cisco equipment). At that time, the average age of the network equipment was 12 years old. In the two years since that approval, the IT Department has refreshed portions of the network reducing the average equipment age from 12 years to 6 years, a significant 50% improvement. However, even with this improvement, the City remains dependent today upon obsolete and soon to be obsolete network infrastructure. The requested two-year purchase authorization with Insight Public Sector will enable continued progress by supporting the refresh and replacement of additional obsolete network components essential for City services, including in the libraries, Police Department, and Fire Department. In addition, modern networking hardware requires purchasing annual software maintenance and security support from the equipment manufacturer. Staff requests authorization for a two-year blanket purchase order in the amount of \$770,000, allocated as follows:

Description	Estimated Cost per Year	Total Estimated Cost
Annual maintenance support	\$150,000	\$300,000
Network infrastructure improvements (modernize/replace)	\$200,000	\$400,000
Contingency (10%)	\$ 35,000	\$ 70,000

A 10% contingency is included in anticipation of continued pandemic supply chain cost increases, an increase in City departments' demand for IT services to support business process improvements (including the current ERP implementation), and unforeseen remediation and/or emergency equipment replacements.

Staff continues to compare pricing for its networking equipment and services from various sources. Specifically, as it relates to the City's standardization on Cisco network equipment, Insight Public Sector has been assigned as our preferred provider by Cisco and is the technology value added reseller authorized in the City's network infrastructure vendor agreement. Insight offers access to competitive public purchase agreements such as Omnia (formerly US Communities), National IPA Technology Solutions, and NASPO ValuePoint. The City has been purchasing under the OMNIA Partners Public Sector Contract No. 4400006644 purchasing group.

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 annual cost for maintaining the network hardware is approximately \$150,000. Funds for these expenditures are included in the IT Department's FY 2021-22 operating budget. The department's current budget includes a hardware replacement fund of \$665,000. This amount is used to replace obsolete personal computers, servers, and networking equipment throughout the City. Funding for the projects discussed above will come from the IT Department's hardware replacement fund (Fund 731-7304) as well as other department budgets and grants. The two-year not-to-exceed \$770,000 authorization will allow the IT Department to meet its current network-related obligations as well as plan for future updates and upgrades.

Prepared by: Gary Krumian, Programmer Analyst

ATTACHMENTS

1. Insight Finance Committee Jan 25 2022

Purchasing Authorization - Insight Public Sector Inc.

Finance & Governance Committee

January 25, 2022

Helen Miller, Chief Information Officer

That the Finance and Governance Committee:

Recommend that the City Council approve and authorize the Mayor to execute a blanket purchase order in an amount not to exceed \$770,000 with Insight Public Sector Inc. over a two year period

The City's computer network infrastructure, comprised of 200+ physical components, supports the delivery of resident services across 27 city sites.

Network Refresh

- Started in Oct. 2019 when average equipment age was ~12 years
- Embraces current, modern network design/architecture concept
- Upgrades network hardware components

Current State

- Average equipment age is ~6 years (50% improvement since 2019; however, oldest components ~10 years old)
- Useful equipment life typically 5-7 years
- Equipment already or soon-to-be decertified for manufacturer support

Future State

- Architecture that's scalable, resilient, agile, secure, efficient
- Manufacturer supported
- Redundant for enhanced City business continuity
- Expandable for evolving technology standards
- Bandwidth for growing strategic and operational data and analytics / integration dependencies; e.g. smart-city
- Automated City network services & internal controls reducing errors and administrative overhead

A blanket purchase authorization provides flexibility for the City's short and long term business-technology success

- Insight Public Sector, Inc is the technology value added reseller authorized in City's network infrastructure vendor agreement
- Insight offers access to competitive public purchase agreements; e.g.
 - Omnia (formerly US Communities)
 - National IPA Technology Solutions
 - NASPO ValuePoint
- IT currently uses Insight for:
 - Network equipment
 - Infrastructure operations system software
 - Associated maintenance and support agreements
 - Infrastructure operations professional services

Scope of Work

- Amount will allow for scheduled replacements and a contingency for unforeseeable needs in times of crisis – both man-made and natural
- Cost includes license, maintenance, software updates, and associated infrastructure operations professional services for network to run optimally and to be protected from malicious threats
- Provides network refresh and upgrades for:
 - Fire stations' secure and reliable connections between the stations, central command and vehicles in the field
 - Police Department and throughout City Libraries to ensure secured service to residents and patrons of the City

Projected expenditures by category with vendor during the next two years

Category	Estimated Two Year Cost
Current annual maintenance support	\$300,000
Network infrastructure improvements (modernize/replace)	\$400,000
Contingency, 10%	\$70,000
TOTAL	\$770,000

Funds for these expenditures will be budgeted in the IT Department's current, and requested in future FY, budgets as well as portions allocated to other department budgets and grants

That the Finance and Governance Committee:

Recommend that the City Council approve and authorize the Mayor to execute a blanket purchase order in an amount not to exceed \$770,000 with Insight Public Sector Inc. over a two-year period



QUESTIONS