

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
NOVEMBER 23, 2021

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:02 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 Gabriela Basua participated via videoconference. There is a vacancy in this Council Committee.

Staff members present in person were Ken Rozell, Chief Assistant City Attorney and Rose Chaparro, City Clerk.

Staff members that participated via videoconference were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Betsy George, Chief Financial Officer; Jennifer Hiraoka, Senior Manager of Internal Controls & Acting Controller; and Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer.

Roger Martinez, CPA with Vasquez & Company LLP and Craig Hill, Managing Principal at NHA Advisors also participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the November 9, 2021 regular meeting as presented.

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

D. REPORTS

1. Finance Department

SUBJECT: Proposed City Council Policy for Internal Control Integrated Framework - Monitoring Activities.

RECOMMENDATION: That the Finance and Governance Committee provide feedback on a proposed City Council Policy for Internal Control Integrated Framework - Monitoring Activities and recommend City Council adopt a resolution to approve the proposed policy.

Betsy George, Chief Financial Officer introduced Jennifer Hiraoka, Senior Manager of Internal Controls & Acting Controller, who presented and answered the Committee's questions. No public comments were received.

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

2. City Manager Department

SUBJECT: First Amendment with Vasquez & Company LLP for On-Call Internal Auditing Services.

RECOMMENDATION: That the Finance and Governance Committee recommends the City Council approve and authorize the Mayor to execute a First Amendment to the Professional Services Agreement with Vasquez & Company, LLP (9051-20-CM) in the amount of \$75,000 for a not to exceed contract amount of \$100,000 and to extend the term 3 more years until December 31, 2024, for On-Call Internal Auditing Services.

Shiri Klima, Deputy City Manager introduced Roger Martinez, CPA with Vasquez & Company LLP, who answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

Chair Zaragoza made a motion to approve to extend the term 3 more years until December, 31, 2021. Staff will submit a more comprehensive internal auditing proposal in Spring 2022.

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

3. Billing and Licensing Department

SUBJECT: Ratification of the First Amendment to Agreement with Paymentus, Inc. for Credit Card Services.

RECOMMENDATION: That the Finance and Governance Committee recommend the City Council ratify the first amendment to Agreement 9046-20-CT between Paymentus, Inc. and the City of Oxnard to add the function of credit card merchant processor in the scope of services to be performed by Paymentus, Inc.

Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer, was available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

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

4. Finance Department

SUBJECT: Second Amendment to Agreement A-8012 with NHA Advisors for financial advisory services, disclosure compliance, and CDIAC reporting services.

RECOMMENDATION: That the Finance and Governance Committee recommends the City Council approve and authorize the Mayor to execute a Second Amendment to Professional Services Agreement No. A-8012 with NHA Advisors for a five-year extension in the amount of \$100,000 per year (\$500,000 total for the amendment or, including the prior amount, \$800,000 total contract).

Betsy George, Chief Financial Officer introduced Craig Hill, Managing Principal at NHA Advisors, who answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

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

E. ITEMS FOR FUTURE AGENDAS

Chair Zaragoza requested that training on the Brown Act be provided to Council members and staff next year.

F. ADJOURNMENT

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



ROSE CHAPARRO
City Clerk



JOHN C. ZARAGOZA
Chair