MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
MAY 24, 2022

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:03 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. Member Gabriel (Gabe) Teran and Chair John C. Zaragoza were present in person.

Member Gabriela Basua was absent.

Staff members present in person were Alexander Nguyen, City Manager; Ashley Golden, Assistant City Manager; Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Jason Zaragoza, Deputy City Attorney; Chelsey Ballot, Deputy City Attorney; Betsy George, Chief Financial Officer; Jennifer Yates, Purchasing Manager; Samantha Shapiro, Project Manager; Emilio Ramirez, Housing Director; Albert Ramirez, Assistant Housing Director; and Rose Chaparro, City Clerk were also present.

Staff members that participated via videoconference were Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer and Arminda Monares, Billing and Licensing Supervisor.

Eden Casareno, CPA, Partner In-Charge of Attest Services, with Eadie + Payne LLP Auditors, 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 May 10, 2022 regular meeting as presented.

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

D. REPORTS

1. Finance Department

   SUBJECT: 2021 Single Audit Report and Update on the Corrective Action Plan (CAP). (10/5/5)

   RECOMMENDATION: That the Finance and Governance Committee receive the 2021 Single Audit Report from the audit firm Eadie + Payne, and an update on the Corrective Action Plan (CAP) from staff, and give authorization to forward both presentations to City Council.

   Eadie + Pyne presentation will be live per consultant's request.

Betsy George, Chief Financial Officer, introduced Eden Casareno, CPA, Partner In-Charge of Attest Services, with Eadie + Payne LLP, who presented and answered the Committee's questions. No public comments were received. 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: Teran and Zaragoza voted in favor; the motion carried 2-0. Member Basua was absent.

2. Finance Department
SUBJECT: Annual Delegation of Investment Authority. (0/5/5)
RECOMMENDATION: That the Finance and Governance Committee recommend the City Council adopt a resolution delegating investment authority to the City Treasurer for FY 2022-23.

Betsy George, Chief Financial Officer, presented and 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 Teran, to approve the recommended action as presented. VOTE: Teran and Zaragoza voted in favor; the motion carried 2-0. Member Basua was absent.

3. City Manager Department
SUBJECT: Updates to Citizen Advisory Group (CAG) Bylaws and Efforts to Develop Effective and Efficient Processes for CAGs. (0/5/10)
RECOMMENDATION: That the Finance and Governance Committee:

   1. Receive a report on proposed changes to the Citizen Advisory Group (CAG) Bylaws for the following CAGs: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Library Board, Parks, Recreation and Community Services Commission, and the Senior Services Commission; and
   2. Recommend that the City Council adopt a resolution:
      a. Establishing uniform CAG bylaws; and
      b. Repealing previous CAG bylaws.

Ashley Golden, Assistant City Manager, introduced Samantha Shapiro, Project Manager, who presented and answered the Committee's questions. Jason Zaragoza, Deputy City Attorney and Chelsey Ballot, Deputy City Attorney, were also available to answer questions. Public comments were received from Ronald Arruejo. Discussion ensued among the Committee and staff.

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

4. Billing and Licensing Department
SUBJECT: Agreement with Infosend, Inc. for Utility Bill and Business Tax Form Printing, Inserting and Mailing Services. (0/10/10)
RECOMMENDATION: That Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute a three-year agreement with Infosend, Inc. for utility

bill and business tax form printing, inserting and mailing services in an amount not to exceed $996,534 to commence on July 1, 2022, through June 30, 2025.

Eden Alomeri, Revenue & Licensing Director and Assistant City Treasurer, introduced Arminda Monares, Billing and Licensing Supervisor, who presented and answered the Committee's questions. No public comments were received. 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: Teran and Zaragoza voted in favor; the motion carried 2-0. Member Basua was absent.

5. <u>Finance Department</u>
<u>SUBJECT</u>: Increase of $100,000 to the Not to Exceed (NTE) Amount for Amazon Business. (0/5/5)
<u>RECOMMENDATION</u>: The Finance and Governance Committee recommend that City Council ratify the City's not to exceed limit for Amazon Business by adding $100,000 (for a new total of $300,000) for the continued purchase of products through June 30, 2022.

Betsy George, Chief Financial Officer, introduced Jennifer Yates, Purchasing Manager, who presented and 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 Teran, to approve the recommended action as presented. VOTE: Teran and Zaragoza voted in favor; the motion carried 2-0. Member Basua was absent.

6. <u>Housing Department</u>
<u>SUBJECT</u>: Housing Authority Low Rent Public Housing and Housing Choice Voucher Program Budgets for Fiscal Year 2022-23. (0/5/5)
<u>RECOMMENDATION</u>: That the Finance and Governance Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard:

1. Adopt a resolution approving the recommended $6,872,555 operating budget for the Low Rent Public Housing Program for Fiscal Year 22-23, as presented for each project area, and approve and authorize the use of $575,652 of unrestricted cash to fund the projected deficit; and

2. Adopt a resolution approving the recommended $25,112,313 operating budget for the Housing Choice Voucher Program for Fiscal Year 22-23 and approve and authorize the use of $285,349 of unrestricted cash to fund the projected deficit.

Emilio Ramirez, Housing Director, presented and answered the Committee's questions. No public comments were received. 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: Teran and Zaragoza voted in favor; the motion carried 2-0. Member Basua was absent.

7. <u>Housing Department</u>
<u>SUBJECT</u>: Housing Authority Investment Policy. (0/5/0)
<u>RECOMMENDATION</u>: That the Finance and Governance Committee recommend that the Board of

Commissioners of the Housing Authority of the City of Oxnard adopt a resolution adopting an investment policy for the Housing Authority of the City of Oxnard for FY 2022-2023.

Emilio Ramirez, Housing Director, presented and answered the Committee's questions. No public comments were received. 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: Teran and Zaragoza 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 6:02 p.m.

R. Chaparro
ROSE CHAPARRO
City Clerk

John C. Zaragoza
JOHN C. ZARAGOZA
Chair