MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
July 12, 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 Gabriela Basua, Member Gabriel (Gabe) Teran, and Chair John C. Zaragoza were present in person.

Staff members Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Michelle (Elle) McCarron, Assistant City Attorney; Mark Sewell, Assistant Chief Financial Officer; Jennifer Yates, Purchasing Manager; Steve Naveau, Human Resources Director; Casey Clay, Payroll Manager; Gary Krumian, IT Programmer Analyst; and Rose Chaparro, City Clerk were also present.

Staff members that participated via videoconference were Alexander Nguyen, City Manager and Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer.

Andy Bhatnagar, Consultant with Kreative Core Technologies Corporation, 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 June 14, 2022 regular meeting as presented.

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

D. REPORTS

1. Human Resources Department
   SUBJECT: Second Amendment to Gallagher Benefit Services Agreements for Recruitment, Classification and Market Study. (0/5/5)
   RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute the following:

   1. Second Amendment to Agreement Number 9109-21-HR with Gallagher Benefit Services for services related to classification and market study for an increase of $75,000 for a total contract amount not to exceed $150,000; and
   2. Second Amendment to Agreement Number 9338-21-HR with Gallagher Benefit Services for recruitment services for an increase of $100,000 for a total contract amount not to exceed $200,000.

Steve Naveau, Human Resources 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 Basua, seconded by Member Teran, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

2. Finance Department
   SUBJECT: Approval of Four Annual Citywide Blanket Purchase Orders with a Not to Exceed (NTE) amount greater than $200,000 each. (0/5/5)
   RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve and authorize the Mayor to execute Blanket Purchase Orders with Amazon Business, Grainger, Office Depot, and Tri-County Office Furniture for not to exceed amounts greater than $200,000 each utilizing competitively bid and awarded cooperative agreements for daily operations for a period of July 1, 2022, to June 30, 2023.

Shiri Klima, Deputy City Manager presented and introduced Jennifer Yates, Purchasing Manager, who 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 Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

3. City Manager Department
   SUBJECT: Third Amendment with Kreative Core Technologies Corp (9431-21-FN) for ERP Project Management Services. (0/5/5)
   RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council approve and authorize the Mayor to execute a Third Amendment to the Professional Services Agreement with Kreative Core Technologies Corp. (9431-21-FN) in the amount of $1,700,000 for a new not to exceed contract amount of $2,600,000 and to extend the term to December 31, 2023, for Project Management Services related to the Enterprise Resource Planning (ERP) implementation.

Shiri Klima, Deputy City Manager, introduced Mark Sewell, Assistant Chief Financial Officer and Andy Bhatnagar, Consultant with Kreative Core Technologies Corporation, 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 Basua, seconded by Member Teran, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

4. City Manager Department
   SUBJECT: Obtaining Councilmember Volunteer to Serve on Whistleblower Hotline Vetting Committee. (0/5/5)
   RECOMMENDATION: That the Finance and Governance Committee appoint one Councilmember to serve on the Whistleblower Hotline Vetting Committee.

[redacted]hiri Klima, Deputy City Manager, presented and answered the Committee's questions. No public [redacted]omments were received. Discussion ensued among the Committee and staff.

Councilmember Teran volunteered to serve on the Whistleblower Hotline Vetting Committee.

It was moved by Member Basua, seconded by Chair Zaragoza, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

5. Information Technology Department
   SUBJECT: Infrastructure Investment and Jobs Act (IIJA) Grant Application. (0/5/5)
   RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council adopt a resolution authorizing:

   1. The submittal of a grant application to the Federal Emergency Management Agency (FEMA) for a $500,000 grant funding, subject to use of City matching funds, through the Infrastructure Investment and Jobs Act (IIJA) for the purpose of investing in cybersecurity technology for systems used throughout the City;

   2. The City Manager or Chief Information Officer, to execute all grant documents, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project for an amount not to exceed $500,000 in State of California IIJA cybersecurity grant funds;

   3. The Chief Financial Officer to submit financial reports and grant claims and approve special budget appropriations for use of grant funds; and

   4. The Chief Information Officer to submit non-financial reports.

Shiri Klima, Deputy City Manager introduced Gary Krumian, IT Programmer Analyst, 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 Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

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 5:30 p.m.

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair