MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
October 25, 2022

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:14 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 Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Alexander Hamilton, Fire Chief; John Colamarino, Assistant Fire Chief; Betsy George, Chief Financial Officer; Jennifer Hiraoka, Senior Manager Internal Controls; Dee Lai, Assistant City Clerk and Rose Chaparro, City Clerk were also present.

Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer participated via videoconference

Kyle Enright, Senior Account Executive and Phil Enright, General Manager with Syntrio, Inc. also participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received by Ray Blattel (River Ridge Golf Club public records request) and Doug Partello (concerns about union negotiations, fixed benefits, and pension system).

C. CONSENT AGENDA

1. City Clerk Department
   SUBJECT: Approval of Minutes.
   RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the October 11, 2022 regular meeting as presented.

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

D. REPORTS

1. Fire Department
   SUBJECT: Authorization to submit grant applications to Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (Matching requirement of up to $153,622). (15 minutes)
   RECOMMENDATION: That the Finance & Governance Committee Recommend the City Council adopt a resolution:

   1. That allows the submission of seven (7) grant applications to the FEMA Assistance to Firefighters Grant for $1,689,842, including a 10% local match for the purpose of procuring ten (10) LUCAS devices, a Type 3 apparatus, an air compressor, paramedic

school, and USAR, HazMat and Fire Prevention training;
2. That authorizes the City Manager or designee to execute the grant agreements if grant funds are awarded to the City;
3. That authorizes the Chief Financial Officer or designee to submit financial reports and grant claims for the use of match and grant funds and perform all other required financial actions; and
4. That authorizes the Fire Chief or designee to submit non-financial reports.

John Colamarino, Assistant Fire Chief 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. Fire Department
SUBJECT: Appropriation of Wildland Fire Reimbursement Revenue. (20 minutes)
RECOMMENDATION: That the Finance & Governance Committee recommend that City Council appropriate $303,068 to the Fire Department to restore the Department's original training budget; to improve and expand training related to mutual aid response; and to acquire equipment and supplies needed for mutual aid response to wildland fire events.

John Colamarino, Assistant Fire Chief 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.

3. City Manager Department
SUBJECT: Professional Services Agreement A-8501 for Whistleblower Hotline Services. (15 minutes)
RECOMMENDATION: That the Finance and Governance Committee recommend City Council approve and authorize the execution of Agreement No. A-8501 with Syntrio, Inc. in the amount of $30,500.00 for a duration of five years to provide whistleblower hotline services.

Shiri Klima, Deputy City Manager presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

Deputy City Manager Klima informed City Council that Agreement No. A-8501 with Syntrio, Inc. was amended and reviewed by legal. The amended agreement will be presented to Council at the next meeting for review and approval.

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

4. Finance Department

SUBJECT: Accounting and Financial Reporting Risk Assessment Update. (10 minutes)
RECOMMENDATION: That the Finance and Governance Committee receive the Risk Assessment Update regarding accounting and financial reporting as part of the Internal Control Integrated Framework pursuant to City of Oxnard Finance Policy (FPOL) 1.05, and recommend staff to forward the presentation to City Council.

Betsy George, Chief Financial Officer introduced Jennifer Hiraoka, Senior Manager Internal Controls, 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.

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 6:00 p.m.

R. Chaparro
ROSE CHAPARRO
City Clerk

John Zaragoza
JOHN C. ZARAGOZA
Chair