MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
June 27, 2023

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:00 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 John C. Zaragoza and Member Gabriela Basua were present in person. Member Gabriel (Gabe) Teran participated virtually.

Staff members present in person were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Michael Wolfe, Public Works Director; Javier Chagoyen Lazaro, Chief Financial Officer; Katie Casey, Communications Manager; Annie Jensen, Project Manager; Dee Lai, Assistant City Clerk and Rose Chaparro, City Clerk.

Consultant Todd Main, Vice President of Government Services with ProcureAmerica also participated via videoconference.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

During this meeting, Councilmember Teran participated remotely from the following location: Hampton Inn & Suites Ontario Rancho Cucamonga (Business Center) located at 11669 Foothill Blvd., Rancho Cucamonga, CA 91730.

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 13, 2023 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. Finance Department
SUBJECT: Agreement with ProcureAmerica to Provide Cost Reduction Services.
RECOMMENDATION: That the Finance and Governance Committee recommend to the City Council that they approve and authorize the Mayor to enter into an agreement with ProcureAmerica, Inc. to provide cost reduction consulting services expiring December 31, 2028.

Javier Chagoyen Lazaro, Chief Financial Officer and Michael Wolfe, Public Works Director presented and answered the Committees 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: Professional Services Agreement 32400016 with MuniServices, LLC for Sales Tax and Transaction Tax Audit Services.
RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council:

a) Award Agreement No. 32400016 to MuniServices, LLC for a five-year term in the amount not to exceed $600,000 for quarterly Sales Tax Audit Services and Measures O and E transaction tax audit services; and

b) Adopt a Resolution Authorizing Examination of Sales, Transactions and Use Tax Records to MuniServices, LLC.

Javier Chagoyen Lazaro, Chief Financial Officer presented and answered the Committees 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: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

3. City Manager Department
SUBJECT: Second Amendment to Agreement No. 9675-22-CM with Aten Design Group, Inc. for Website Redesign Services.
RECOMMENDATION: That the Finance and Governance Committee recommend that City Council approve and authorize the execution of a Second Amendment to an Agreement with Aten Design Group, Inc. to increase Website Redesign Services for an additional $116,140, resulting in a not-to-exceed total cost of $316,140.

Katie Casey, Communications Manager was available to answer questions. No public comments were received.

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: Whistleblower Activity Report.
   RECOMMENDATION: That the Finance and Governance Committee receive and file an update on the whistleblower matters.

Shiri Klima, Deputy City Manager presented and answered the Committees questions. Annie Jensen, Project Manager was also available to answer questions. No public comments were received. This report was received and filed, no formal action was required.

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 5:17 p.m.

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair