



Written materials relating to an item on this agenda that are distributed to the Task Force 24 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the 251 South "A" Street and the City Manager's Office, 300 West Third Street during customary business hours.

AGENDA

Fiscal Policy Task Force
Special Meeting
Mountain View Conference Room
300 West Third Street, Fourth Floor
Oxnard, CA 93030

April 30, 2012
10:00 a.m.

A. Roll Call

B. Public Comments

At a special meeting, a person may address the Task Force only on matters set forth on the agenda. The presiding officer shall limit public comments to three minutes per person.

C. Review and Approval of Minutes from April 11, 2012

D. Task Force Business

- Infrastructure Requirements
- Fiscal Year 2012-2013 Budget Discussion
- Measure "O" Discussion

E. Discussion of Future Agenda Items

F. Adjournment

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the Luly Lopez, City Manager's Office at 385-7430. Notice at least 24 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



NOTICE OF SPECIAL MEETING OF THE
FISCAL POLICY TASK FORCE

NOTICE IS HEREBY GIVEN that a special meeting of the Fiscal Policy Task Force is called to be held on Monday, April 30, 2012, at 10:00 a.m. at City of Oxnard Administrative Offices, 300 West Third Street, Fourth Floor, Mountain View Conference Room, Oxnard, California.

The Task Force will consider the items on the attached agenda.

DATED this 26th day of April, 2012.

A handwritten signature in black ink that reads "Bryan A MacDonald".

Bryan MacDonald
Chairman

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF OXNARD)

AFFIDAVIT OF POSTING NOTICE

I, Lourdes A. Lopez, Administrative Assistant, declare:

I posted the NOTICE OF SPECIAL MEETING at 2:55 p.m. at a conspicuous place near the door of the Council Chambers.

I declare under penalty that the foregoing is true and correct.

Executed this 26th day of April, 2012.

A handwritten signature in black ink that reads "Lourdes A. Lopez".

Lourdes A. Lopez
Administrative Assistant



MINUTES

Fiscal Policy Task Force
Regular Meeting
Mountain View Conference Room
300 West Third Street, Fourth Floor
Oxnard, CA 93030

April 11, 2012
11 a.m.

A. Roll Call

Chairperson Bryan MacDonald called the meeting to order at 11:01 a.m. Chairperson MacDonald and Vice-Chairperson Carmen Ramirez were present. In addition, the following staff members were present: Karen Burnham, Danielle Navas, Christina Aerenlund, Jim Cameron, Martin Erickson, Alan Holmberg, Mike More, Beth Vo, and Tamara Reese. Members of the public present were: Steve Nash, Julie Pena, and Eileen Tracy.

B. Public Comments

Comments were made by Mr. Nash and Ms. Pena. Written comments were provided by Mr. Bert Perello. Mr. Cameron will address Mr. Perello's letter at the next FPTF meeting.

C. Review and Approval of Minutes from February 15, 2012

A motion was made by Vice-Chairperson Ramirez and seconded by Chairperson MacDonald that the minutes be approved as presented.

D. Task Force Business

- Fiscal Year 2011 – 2012 General Fund Update

Mr. Cameron shared handouts and an update of the current General Fund budget status. Although total revenues were in line with previously reported projections, the Sales Tax estimate reflected an adjustment to the accrual calculation. He noted license fees are now collected on an entity's licensing anniversary rather than in June and July. Regarding expenditure variances, overtime projections have been reduced somewhat since the last budget update. The total deficit is now projected to be \$3 million, \$300,000 less than the previous estimate.

Mr. Cameron discussed franchise fees paid by large industrial users, as well as the impact of energy efficiency upgrades on those fees.

Vice-Chairperson Ramirez asked about the internal service fund (ISF) transfers and availability of funds. Mr. Cameron explained that significant balances had built up over the years and that ISFs should not carry balances over the long term. Regarding workers compensation and public liability funds, Mr. More explained the actuarial analyses done to determine reserve requirements, which have been met.

Vice-Chairperson Ramirez asked if the City has a contract for the provision of fuel for City vehicles. The City contracts with Silvas for fueling of City vehicles at their public gas stations.

With regard to the current budget shortfall associated with temporary labor costs, Ms. Burnham stated decisions were made in the past to fill some Recreation, Parks, and Library jobs with limited benefit employees rather than permanent staff. The Living Wage policy has affected the budget for LBE's. The popularity of various City programs has required the hiring of more temporary employees to serve the needs of the community. Vice-Chairperson Ramirez stated she would like to see those employees fully budgeted.

Mr. Cameron provided details on various departments' budgets.

Chairperson MacDonald asked if Measure "O" funds could be loaned to the General Fund to cover current budget shortfalls. Mr. Erickson noted Measure "O" funds can be used to offset state take-ways; such as the vehicle license fees (VLF), the dissolution of redevelopment agencies, and Public Library Funding (PLF).

- Fiscal Year 2012 – 2013 Preliminary General Fund Revenue Estimates

Mr. Cameron shared a handout and discussed revenue projections for fiscal year 2012 – 2013. The total general fund revenue projection for fiscal year 2012 – 2013 is \$104.5 million. He noted with the dissolution of the CDC, the annual repayment of the \$1 million working capital loan transfer from the CDC (offset by a transfer to the CDC) will cease. In addition, the one-time transfer from ISF's in fiscal year 2011-2012 is not included in fiscal year 2012-2013. The new budget will need to reflect funding for pay increases for various union represented staff.

- Measure "O" Discussion

A Measure "O" financial report was presented to the group. Mr. Cameron discussed the status of projects funded by Measure "O".

Mr. Erickson discussed a report to the community being revised based on the Oversight Committee's recommendations. In addition, various new projects have been identified for Council consideration.

Funding of Fire Station 8 was discussed.

- Other Comments

Ms. Navas asked that at future FPTF meetings, a sign in sheet or group introduction be instituted so those in attendance can be accurately recorded.

E. Discussion of Future Agenda Items

Mr. Cameron reported departments have been providing information on future infrastructure needs that will be presented at a future FPTF meeting and to the City Council.

F. Adjournment

The meeting was adjourned at 12:03 p.m.