



## MINUTES

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

April 30, 2012  
10 a.m.

### A. Roll Call

Chairperson Bryan MacDonald called the meeting to order at 10:03 a.m. Chairperson MacDonald and Vice-Chairperson Carmen Ramirez were present. In addition, the following staff members were present: Karen Burnham, Grace Magistrale Hoffman, Danielle Navas, Christina Aerenlund, Jim Cameron, Martin Erickson, Steve Fischer, Mike More, and Tamara Reese. Members of the public present were Steve Nash and Gretchen Wenner with the Ventura County Star.

### B. Public Comments

Comments were made by Mr. Nash. Ms. Wenner asked for information on funding sources for the infrastructure projects listed in the handouts.

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

A motion was made by Chairperson MacDonald and seconded by Vice-Chairperson Ramirez that the minutes be approved as presented. A sign-in sheet was circulated among the group.

### D. Task Force Business

#### • Infrastructure Requirements

Mr. Cameron stated a five year Capital Improvement Program (CIP) will be presented at a future City Council meeting. Mr. More noted various departments have had their own lists of potential infrastructure projects; these have been consolidated into one database. He shared handouts outlining various projects located throughout the City.

For the five year period encompassing fiscal years 2013 through 2017, the total project requests amount to \$462,089,317. These projects span a variety of funding sources, with a majority of them in areas such as water, wastewater, and parks.

Vice-Chairperson Ramirez asked how this list compared with previous periods. Mr. More provided an additional handout showing current projects, and noted \$106 million of funded projects have not been completed.

Chairperson MacDonald suggested timing road closures, such as the recent work done with railroad crossings, with other needed repair work in the same area. Mr. Fischer noted utility companies have certain rights with regard to digging up streets, etc. that may not coincide with the City's scheduled repair work.

Vice-Chairperson Ramirez thanked Mr. More for the summary, noting neglected infrastructure is an issue throughout the Country and asked how Oxnard compares with other cities. Mr. More noted that Public Works departments have street "scores" that can be analyzed, but not all infrastructure projects could be easily compared. Ms. Burnham remarked that California is a "young" state with regard to its infrastructure needs, as compared to states along the East Coast. Mr. Erickson stated Oxnard is one of the older cities in Ventura County, and that it is the only full service City.

- Fiscal Year 2012 – 2013 Budget Discussion

Mr. Cameron shared a handout and outlined the budget process for fiscal year 2012–2013. Contractual pay adjustments are estimated to cost approximately \$2.6 million to the General Fund and vacancy management savings of about \$3.1 million are incorporated in the FY 2012-2013 budget included as part of the two year budget. A budget process timeline was shared with the group. The City Council will be presented with budget balancing options and revenue estimates at meetings in June. The midterm budget document and budget adoption are planned for July.

- Measure "O" Discussion

Mr. Erickson reported City staff has worked with departments and the Community to compile Measure "O" project requests to maximize funding resources. The City Council will be presented with a report at its May 15, 2012 meeting.

Major street and alley repairs are on the list. The City Attorney's Office is providing advice to Council on if and/or how the City might assist with certain community requests for Measure "O" funding, such as saving some Oxnard College programs. Mr. Erickson noted Oxnard is the only City in the tri-county area with a revenue stream that can be used on general fund projects.

Discussion followed on street repair processes, materials, bids, and RFP's. Chairperson MacDonald asked about contracts with cost overruns to complete projects. Vice-Chairperson Ramirez asked that tomorrow evening's presentation to Council on the purchasing process include information on how bids are awarded and other cost considerations. Chairperson MacDonald suggested this be brought back to the Fiscal Policy Task Force.

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E. Discussion of Future Agenda Items

- Purchasing/Contracting Concerns

F. Adjournment

The meeting was adjourned at 10:52 a.m.