



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: August 14, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Formation of an Ad Hoc Committee for the City Infrastructure Strategic Financial Plan and Confirmation of the Mayor's Appointments

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## **BACKGROUND**

City Council Policy 1.01, City Council Reorganization, Committees, and Appointments was adopted in August 1975 and last amended on July 13, 2022. The Policy establishes guidelines for City Council Committees which are formed to provide review and make recommendations to Council on matters of interest to the City (Attachment 1).

## **DISCUSSION**

An ad hoc committee is formed for a single project or purpose and upon completion of its objective, the ad hoc committee is dissolved. Pursuant to City Council Policy 1.01, the Mayor is authorized to appoint up to two members of the City Council to serve on an ad hoc committee with the concurrence of the City Council. The ad hoc committee's jurisdiction will be limited to this subject matter.

During the FY 2024/25 Council Goals & Objectives session, the City Council approved a new objective to develop, implement, and update annually a City Infrastructure Strategic Financial Plan, aligned with the adopted Capital Improvement Program, for planning and financing City infrastructure needs for FY 2024/25 through FY 2028/29. Furthermore, the Council adopted an Action Strategy to retain a financial advisor, firm, or consultant to prepare the Strategic Plan.

On July 17, 2024, staff published a Request for Proposal (RFP) seeking qualified firms to develop the Plan. In coordination with City staff, the selected firm will assist in the prioritization of projects and generate individualized strategies to finance the infrastructure cost. When the RFP closes on August 30, 2024 proposals will be reviewed for completion and a short list of proposers will be interviewed for further consideration.

Staff recommends the formation of an ad hoc committee with the purpose to select a qualified firm or consultant to develop the Plan, as well as guide and advise staff on matters concerning the Strategic Plan. Additionally, the ad hoc will assist in the development of a prioritization criteria to be applied to infrastructure projects and other programmatic needs. The ad hoc committee's jurisdiction will be limited to this subject matter. Upon completion of its objective, the ad hoc committee will be dissolved.

### **FISCAL IMPACT**

There is no budget impact as a result of this action.

### **RECOMMENDATION**

Establish the City Infrastructure Strategic Financial Plan Ad Hoc Committee and confirm the appointment of Mayor Tony Trembley and Councilmember David Tennessen to the Committee.

### **ATTACHMENTS**

1. Policy 1.01, City Council Reorganization, Committees and Appointments.

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None