

MINUTES - CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE
REGULAR MEETING – JUNE 21, 2016
VETERANS MEMORIAL HALL – 3:30 P.M.

MEMBERS PRESENT:	Barbara Spagnola	Chairperson
	Marlys McPherson	Member
	David Betonte	Member
	Betty Forsythe	Member
ABSENT:	Roscoe Mathieu	Member
STAFF PRESENT:	Susan Slayton	Administrative Services Director
	Brooke Austin	Deputy City Clerk

ESTABLISH QUORUM AND CALL TO ORDER

A quorum was established with all members, but Member Mathieu, present, and the meeting was called to order at 3:33 p.m.

COMMITTEE MEMBERS ANNOUNCEMENTS AND PRESENTATIONS

Chairperson Spagnola announced the recruitment for additional committee members has been extended and the new deadline is June 24th.

PUBLIC COMMENT PERIOD

The public comment period was opened. Seeing none, the public comment period was closed.

A. CONSENT CALENDAR

A-1 APPROVAL OF MINUTES FOR THE MAY 17, 2016 REGULAR CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING
<https://youtu.be/xSxsK1Wa0So?t=2m26s>

MOTION: Committee Member McPherson moved to approve the minutes from the May 17, 2016 meeting. The motion was seconded by Member Forsythe and carried unanimously, 4-0.

B. BUSINESS ITEMS

B-1 DISCUSSION OF FY 16/17 BUDGET
<https://youtu.be/xSxsK1Wa0So?t=3m48s>

Committee Members reviewed the Summary of All Budgeted Funds and inquired of Administrative Services Director Slayton to clarify Capital Replacement, Lower Cost Visitor Accommodations Mitigation, Parking In-Lieu, Utility Discount/Rebate, Accumulation Funds, General Fund Emergency Reserve, Revenue Estimates, Revenues Over(Under) Net Transfers and Expenditures. They reviewed All Funds Revenue by Category, which is a summary of the previous information just sorted differently; All Funds Expenditures by Category; General Fund Revenue by Source; General Fund Expenditures by Division and Category. The Board stated this is a good source for the Public-Friendly Budget Document and recommend receiving this summary prior to budget adoption in future years.

B-2 PROGRESS UPDATE: PUBLIC-FRIENDLY BUDGET

<https://youtu.be/xSxsK1Wa0So?t=29m3s>

Committee Member Betonte, who is also a member of the subcommittee for Public-friendly Budget Documents, stated that there are basically three categories of documents – Budget at a Glance, a two-sided utility mailer; Budget in Brief, a few more pages, that could be added to website for those that want additional information; and the actual Budget, some of which incorporate the other two documents. He questioned what the focus of the subcommittee should be, documents or recommendations. Administrative Services Director Slayton stated that the City would like a Budget at a Glance and/or Budget in Brief document and recommendations of improvements for future budgets. She will provide the subcommittee with excel documents of budget information to use in creating documents.

The Board discussed needing different summaries for different audiences and including funding by goals and accomplishments, as well as, including a glossary or frequently asked question section. They understand staffing limitations, but would like to start making improvements and build on them each year. The Committee discussed pushing the Public-Friendly Budget Document Workshop to August to allow time to prepare sample documents for review and perform more public outreach.

B-3 BENCHMARKING MORRO BAY'S BUDGET WITH SIMILAR CITIES

<https://youtu.be/YPV44xMs27k?t=21m51s>

The Board discussed benchmarking and what the Council wants to get out of it. Committee Liaison John Heading stated that it was the intent of the Council to benchmark with other cities that might be similar, like the cities Management Partners used previously, to determine areas we might be spending more on than comparable cities. Council would like a higher level review of expenditures, identifying statistically significant differences and the reasons for such, and looking for ways to reduce expenditures.

Committee Member Betonte shared the Pioneer Institute Webpage on benchmarking which is an excellent resource for important metrics.

C. DECLARATION OF FUTURE AGENDA ITEMS

<https://youtu.be/YPV44xMs27k?t=43m56s>

The Committee would like to have future agenda items to review benchmarking, preparing for the public-friendly budget workshop, and an update of remediation steps taken to date in response to the 2014/2015 audit findings.

D. ADJOURNMENT

The meeting adjourned at 4:59 pm. The next Regular Meeting will be held Tuesday, July 19, 2016 at 3:30 p.m. at the Veterans Memorial Hall located at 209 Surf Street, Morro Bay, CA. It is anticipated the Public-Friendly Budget Workshop will be held in August.

Recorded by:

Brooke Austin
Deputy City Clerk