

**MINUTES – CITIZENS OVERSIGHT/ FINANCE  
ADVISORY COMMITTEE  
REGULAR MEETING – DECEMBER 17, 2019  
VETERANS MEMORIAL HALL – 3:30 P.M.**

MEMBERS PRESENT:	Barbara Spagnola	Chair
	John Martin	Vice-Chair
	Homer Alexander	Member
	Bart Beckman	Member
	Bill Bowes	Member
	Lois Johnson	Member

NOT PRESENT: None

STAFF PRESENT:	Jennifer Callaway	Finance Director
	Sandy Martin	Budget/Account Manager
	Tracy McConnell	Account Clerk III

ESTABLISH A QUORUM AND CALL TO ORDER

Chair Spagnola called the meeting to order at 3:30 p.m., with 6 members present.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

COMMITTEE MEMBERS ANNOUNCEMENTS & PRESENTATIONS

Chair Spagnola presented and announced that she had received a letter of the resignation from Member Betonte.

Marlys McPherson, Council Liaison, presented approved changes made by the City Council regarding Advisory Committees.

STAFF ANNOUNCEMENTS

No announcements were made.

PUBLIC COMMENT PERIOD

No public comments made.

A. CONSENT CALENDAR

1. APPROVAL OF MINUTES FOR THE NOVEMBER 19, 2019 CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING.

[https://youtu.be/68A9\\_WIH65c?t=1360](https://youtu.be/68A9_WIH65c?t=1360)

MOTION: Member Johnson moved to approve A-1. Member Martin seconded.  
Motion carried 6 - 0.

B. BUSINESS ITEMS

1. BRIEF FINANCE UPDATE (FINANCE DIRECTOR)

[https://youtu.be/68A9\\_WIH65c?t=1397](https://youtu.be/68A9_WIH65c?t=1397)

Finance Director Callaway made a brief presentation and answered committee member questions.

The presentation was received and filed.

2. REVIEW OF THE FY 2018/19 DRAFT COMPREHENSIVE ANNUAL FINANCIAL REPORT (FINANCE DIRECTOR)

[https://youtu.be/68A9\\_WIH65c?t=1612](https://youtu.be/68A9_WIH65c?t=1612)

Finance Director Callaway provided a brief report and answered committee member questions. Committee received and filed report.

3. REVIEW OF THE FY 2018/19 UNAUDITED TRANSACTIONS FROM THE COLLECTION OF THE GENERAL PURPOSE LOCAL SALES TAX, COMMONLY KNOWN AS "MEASURE Q" (FINANCE DIRECTOR)

[https://youtu.be/68A9\\_WIH65c?t=2268](https://youtu.be/68A9_WIH65c?t=2268)

Finance Director Callaway made a brief presentation and answered committee member questions.

Public Comment:

None

Chair Spagnola closed public comment

MOTION: Member Alexander recommends CFAC accept the District's transaction report for the year ending 2019. Member Bowes seconded. The motion carried 6 – 0.

4. DISCUSSION TO PROVIDE GREATER TRANSPARENCY BY EXPANDING TABLE 2 THE WRF QUARTERLY REPORT BUDGET REVISION SUMMARY AND SHOW THE AMOUNTS AND ESTIMATES TO COMPLETE FOR EACH CONTRACT (VERBAL DISCUSSION)

[https://youtu.be/68A9\\_WIH65c?t=4055](https://youtu.be/68A9_WIH65c?t=4055)

WRF Project Manager Casares presented recommended changes to Carollo's quarterly report and answered committee questions.

MOTION: Member Alexander recommends that CFAC recommends that the City Council include the estimate of completion, the proposed Table 3, to future quarterly reports from Carollo. Member Beckman seconded motion. The motion carried 6 – 0.

5. DISCUSSION OF EXPANSION OF THE GANT CHART THAT IS INCLUDED IN SECTION 4 OF THE WRF QUARTERLY REPORT. (VERBAL DISCUSSION)

[https://youtu.be/68A9\\_WIH65c?t=5339](https://youtu.be/68A9_WIH65c?t=5339)

WRF Project Manager Casares made a presentation and answered committee questions.

Public Comment:

None

Chair Spagnola closed public comment.

The presentation was received and filed.

C. FUTURE AGENDA ITEMS

[https://youtu.be/68A9\\_WIH65c?t=6263](https://youtu.be/68A9_WIH65c?t=6263)

The following items were addressed as future agenda items:

- 1) CAFR
- 2) January WRF Report

D. SCHEDULE NEXT MEETING

The next Regular Meeting of the Citizens Finance Advisory Committee is scheduled for January 21, 2020 at 3:00 pm.

E. ADJOURNMENT

The meeting adjourned at 5:14 pm

Recorded by:  
Tracy McConnell