

**MINUTES – CITIZENS OVERSIGHT/ FINANCE
ADVISORY COMMITTEE
REGULAR MEETING – FEBRUARY 20, 2018
VETERANS MEMORIAL HALL – 3:30 P.M.**

MEMBERS PRESENT:	John Martin	Vice-Chairperson
	Bart Beckman	Member
	David Betonte	Member
	John Erwin	Member
	Dawn Addis	Member

STAFF PRESENT:	Scott Collins	City Manager
	Jennifer Callaway	Finance Director
	Sandy Martin	Accounting and Budget Manager
	Chief Knuckles	Fire Chief

ESTABLISH A QUORUM AND CALL TO ORDER

A quorum was established with 4 members present and the meeting was called to order at 3:30 p.m. Member Dawn Addis arrived at 3:45 p.m.

COMMITTEE MEMBERS ANNOUNCEMENTS & PRESENTATIONS

No committee member announcements or presentations.

PUBLIC COMMENT PERIOD

No public comment.

A. CONSENT CALENDAR

- 1. APPROVAL OF MINUTES FOR THE JANUARY 16, 2018, REGULAR CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING**

MOTION: Member Erwin moved to approve the CFAC meeting minutes of January 18, 2018 as presented. Member Betonte seconded, and the motion carried 4-0.

B. BUSINESS ITEMS

- 1. BRIEF FINANCE DEPARTMENT UPDATE – AUDIT, BUDGET, STAFFNG, OPENGOV, CSMFO**

Finance Director Jennifer Callaway presented a brief financial update including a status of the FY 2015/16 audit, budget development strategy for FY 2018/19, staffing

transitions with the Account Clerk III, OpenGov deployment update and staff attendance at CSMFO conference, and responded to Committee Member inquiries.

No public comment.

2. REVIEW OF FY 2017/18 SECOND QUARTER BUDGET PERFORMANCE REPORT FOR THE SIX-MONTH PERIOD ENDING DECEMBER 31, 2017

Finance Director Callaway presented the staff report.

There was a discussion regarding the use of Fire reimbursements for the strike team support of the fires and landslide in southern California to balance the general fund. Chief Knuckles responded to questions and explained the fire reimbursement for strike team support. Additional discussion ensued regarding equipment and capital funding for the City, pre-payment of the City's Fire side fund, defunding of the Deputy City Manager's position and program. Budget adjustment requests for non-general fund activities were also discussed, including the legal fees for Diablo plant, the economic study that is in partnership with San Luis Obispo County, WRF Project adjustments and enterprise fund adjustments were all discussed.

Public Comment:

Joan Solu spoke regarding the Transient Occupancy Tax goals for the Tourism Business Improvement District (TBID), with the request being not to reduce the goals established for TBID.

The Committee concurred with staff's recommended budget adjustments as presented in the staff report.

3. REVIEW OF FY 2017/18 SECOND QUARTER TRANSACTIONS FROM THE COLLECTION OF THE GENERAL PURPOSE LOCAL SALES TAX, COMMONLY KNOWN AS "MEASURE Q"

Finance Director Callaway presented the staff report.

Committee member Addis requested information regarding calls for service to the Schools considering the defunding of the SRO position and Councilmember Erwin asked about potential impacts of the new pavement materials being used.

MOTION: Vice-Chair Martin moved that the Committee approve staff's recommendation for all the recommended changes in the Measure Q fund as presented in the staff report with the exception of the \$522 in meals and lodging for the Fire Department. Second by Committee member Beckman and carried 5-0.

MOTION: Committee Member Erwin Moved to transfer Measure Q funding into a Capital Pavement Management Plan Project. Second by Committee member Beckman and carried 5-0.

No public comment.

4. RECEIVE ORAL REPORT OF 10-YEAR FINANCIAL FORECAST UPDATE

Finance Director Callaway presented the oral report.

No public comment.

5. RECEIVE 1ST QUARTER INVESTMENT REPORT

Finance Director Callaway presented the oral report.

Vice-Chair Martin commented on the format of the report, being concise and inquired as to the amount of time spent on treasury management.

No public comment.

6. SUBCOMMITTEE UPDATES

Committee member Betonte provided an update on the sub-committee's work on a public friendly budget calendar. Committee member Betonte felt that the staff have already done this work.

7. FUTURE AGENDA ITEMS

The Committee requested more information on the community development issue, inviting the Chamber president to join us for the discussion, Comprehensive Annual Financial Report, Second Quarter Investment Report, FY 2018/19 Measure Q Budget update, and FY 2018/19 Operating Budget update.

C. SCHEDULE NEXT MEETING

The next Regular Meeting of the Citizens Finance Advisory Committee is scheduled for Tuesday, March 20, 2018.

D. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Recorded by:
Jennifer Callaway