

**MINUTES – CITIZENS OVERSIGHT/ FINANCE
ADVISORY COMMITTEE
REGULAR MEETING – October 20, 2020
Via Teleconference – 3:00 P.M.**

MEMBERS PRESENT:	John Martin	Chair
	Barbara Spagnola	Vice-Chair
	Homer Alexander	Member
	Bart Beckman	Member
	Tina Wener	Member
	Lois Johnson	Member
NOT PRESENT:	None	
STAFF PRESENT:	Jennifer Callaway	Finance Director
	Scott Collins	City Manager

ESTABLISH A QUORUM AND CALL TO ORDER

Chair Martin called the meeting to order at 3:00 p.m., with 6 members present.

COMMITTEE MEMBERS ANNOUNCEMENTS & PRESENTATIONS

<https://youtu.be/3ncYWURP5VI?t=40>

Members, Vice Chair, and Chair commended Finance Director on the wonderful job she has performed during her employment with the City. They thanked her for her hard work and wished her the best on future endeavors.

STAFF ANNOUNCEMENTS

<https://youtu.be/3ncYWURP5VI?t=279>

City Manager Collins expressed how much value she added to our staff by taking on many additional tasks during COVID-19. He stated how thankful he was knowing that she would be someone to depend on.

City Manager Collins also announced that he would be looking for and interim Finance Director to aid in the transition to a permanent position. He informed the committee that he would be reaching out to them regarding this shift. He continued that the WRF Quarterly report in which is usually presented, would not be presented due to the shift in the Finance Director Position. The City Manager will be talking with council to see when that report will be presented accurately to the committee, which should take place in the next month or month in a half. City staff will keep the committee posted.

PUBLIC COMMENT PERIOD

<https://youtu.be/3ncYWURP5VI?t=454>

Councilwoman McPherson thanked Finance Director Jennifer Callaway for a job well done. She continued to thank the committee for their work and how much she enjoyed being the liaison to council.

A. CONSENT CALENDAR

1. APPROVAL OF MINUTES FOR THE JULY 21, 2020 CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING.

<https://youtu.be/3ncYWURP5VI?t=540>

Chair Martin suggested the following correction to the July 21, 2020 meeting minutes: Add public comment from Dan Sedley under general public comment stating that he questioned the need for a change order regarding the Water Reclamation Facility project.

MOTION: Member Johnson moved to approve A-1 as amended. Vice Chair Spagnola seconded. Motion carried 6 - 0.

B. BUSINESS ITEMS

1. BRIEF FINANCE UPDATE (FINANCE DIRECTOR)

<https://youtu.be/3ncYWURP5VI?t=671>

Finance Director Callaway started by thanking the committee for their work and support, then made a brief presentation. Vice Chair Spagnola inquired about TOT regarding the last 6 months. Director Callaway stated that March, April, May was significantly lower than the previous year. June and July showed an upwards trend. Answered committee member questions.

Public Comment

None

Chair Martin closed public comment.

The presentation was received and filed.

2. REVIEW OF THE FY 2019/20 FOURTH QUARTER INVESTMENT REPORT (PERIOD ENDING JUNE 30, 2020) FOR FISCAL YEAR 2019/20 DRAFT COMPREHENSIVE ANNUAL FINANCIAL REPORT (FINANCE DIRECTOR)

<https://youtu.be/3ncYWURP5VI?t=2041>

Finance Director Callaway gave a presentation on the 4th Quarter Investment Report for Year 2019/2 and answered committee member questions.

Public Comment

None

Chair Martin closed public comment.

The Presentation was received and filed.

C. FUTURE AGENDA ITEMS

<https://youtu.be/3ncYWURP5VI?t=2407>

The following items were addressed as future agenda items:

1. First Quarter Budget Performance Report
2. First Quarter Investment Report
3. Update on CAFR/Audit Status

4. Measure Q Fiscal Year 2019/2020 review of expenditures including General Ledger Detail
5. Clarification of tasks as set forth by Council

D. SCHEDULE NEXT MEETING

The next Regular Meeting of the Citizens Finance Advisory Committee is scheduled for December 15, 2020 at 3:00 pm via teleconference.

E. ADJOURNMENT

The meeting adjourned at 4:03 pm

Recorded by:
Charlee Lowe