

MINUTES – CITIZENS OVERSIGHT/ FINANCE  
ADVISORY COMMITTEE  
REGULAR MEETING – APRIL 20, 2021  
TELECONFERENCE– 3:00 P.M.

*CFAC conducted this meeting in accordance with Section 3 of California Governor Newson's Executive Order N-29-20 issued on March 17, 2020 in response to the present State of Emergency in existence due to the threat of COVID-19. This meeting was held via teleconference for all participants*

MEMBERS PRESENT:	John Martin	Chair
	Barbara Spagnola	Vice-Chair
	Bart Beckman	Member
	Lois Johnson	Member
	Tina Wener	Member
	Homer Alexander	Member
	Stephen Peck	Member
ABSENT	None	
STAFF PRESENT:	Katie Lichtig	Interim Finance Director
	Sandy Martin	Budget/Accounting Manager
	Doug Harbottle	Interim Budget Manager
	Scott Collins	City Manager
	Dana Swanson	City Clerk
	Jody Cox	Police Chief
	Kirk Carmichael	Recreation Manager
	Lori Stilts	Harbor Business Coordinator
	Charlee Lowe	Account Clerk III
	Valerie Webb	Senior Accounting Technician

ESTABLISH A QUORUM AND CALL TO ORDER

[https://youtu.be/8HftF\\_KlwDs?t=50](https://youtu.be/8HftF_KlwDs?t=50)

Chair Martin called the meeting to order at 3:01 p.m., with all but Member Johnson present. Member Johnson joined the meeting at 3:23 p.m.

COMMITTEE MEMBERS ANNOUNCEMENTS & PRESENTATIONS

[https://youtu.be/8HftF\\_KlwDs?t=127](https://youtu.be/8HftF_KlwDs?t=127)

STAFF ANNOUNCEMENTS

None

PUBLIC COMMENT PERIOD-None

A. CONSENT CALENDAR

1. APPROVAL OF MINUTES FOR THE FEBRUARY 18, 2021 CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING.

[https://youtu.be/8HftF\\_KlwDs?t=223](https://youtu.be/8HftF_KlwDs?t=223)

MOTION: Vice Chair Spagnola moved approval for item A-1, as submitted. The motion was seconded by Member Alexander and carried 6-0-1 (with Member Johnson absent).

B. BUSINESS ITEMS

1. BRIEF FINANCE DIRECTOR UPDATE (INTERIM FINANCE DIRECTOR)  
<https://youtu.be/8HftFKlwDs?t=272>

Interim Finance Director Lichtig thanked Budget/Accounting Manager Martin for all her hard work for the City, as she is retiring May 13, 2021. Director Lichtig welcomed Interim Budget Manager Harbottle to aid in the transition while we find a permanent Budget/Accounting Manager.

City Manager Scott Collins announced that we selected a new Public Work Director Greg Kwolek starting May 10, 2021. He continued that Eric Casares will be leaving the Carollo Firm, Kyle Rhorer will be taking over that position. Finally, Mr. Collins announced that we began recruitment for the Administrative Services Director and are hopeful to have some overlap with Interim Finance Director Lichtig.

Public Comment

Council Member Jeff Heller expressed his appreciation to the committee and finds these meeting very interesting.

Chair Martin closed public comment.

No formal action taken.

2. DISCUSSION AND INPUT OF THE MEASURES Q AND E FISCAL YEAR (FY) 2021/22 DRAFT PROPOSED BUDGET (INTERIM FINANCE DIRECTOR)  
<https://youtu.be/8HftFKlwDs?t=715>

The Interim Finance Director Lichtig presented the proposed budget or Measure Q and E. Staff responded to Committee questions and comments.

MOTION: Member Alexander moved the engineering tech be replaced with police officer and engineering programs manager be replaced with fire captain and \$37,000 difference be reduced from allocation for storm drain capital repairs. Anticipate seeing detail for storm drain projects. Motion seconded by Member Johnson for discussion.

Interim Finance Director Lichtig clarified difference is more than \$37K for the exchange of those positions.

Member Beckman is fine with Member Alexander submitting written summary of committee's comments. Cannot support any line-item discussions at this time.

Member Alexander clarified – if \$37K is not accurate then whatever the difference is, that's the amount to be reduced from storm drain maintenance.

Public comment – none.

Chair Martin closed public comment.

Following discussion, the motion carried 6-1 with Member Beckman opposed.

3. UPDATE FROM CITY MANAGER AND INTERIM FINANCE DIRECTOR ON GOAL SETTING PROCESS AND REQUEST FROM ADVISORY BODIES FOR WORK PLAN ITEMS

[https://youtu.be/8HftF\\_KlwDs?t=7772](https://youtu.be/8HftF_KlwDs?t=7772)

City Manager presented after speaking with council that the goal setting process would be delayed to later this year. At this time, staff would request work plan items from the advisory bodies. Staff would be seeking that input in late summer.

Member Alexander proposed subcommittees to aid in delegating workload.

City Manager Collins responded that the committee members should send any individual comments to him.

Public Comment  
None

Chair Martin closed public comment.

No formal action taken.

4. REVIEW OF 10 YEAR FORECAST PRESENTED TO CITY COUNCIL ON FEBRUARY 23, 2021 (FINANCE)

[https://youtu.be/8HftF\\_KlwDs?t=8587](https://youtu.be/8HftF_KlwDs?t=8587)

Interim Finance Director Lichtig presented a brief report and responded to questions. Furthermore, Ms. Lichtig continued that the 3<sup>rd</sup> quarter update will not be presented in May.

Chair Martin inquired about updating the 10-year forecast, but will likely not be available in May.

Member Alexander suggested the 10-year forecast model be dropped and the City go out for RFP before next year.

Member Johnson commented that without the forecast it would be difficult to plan for any infrastructure projects.

Public Comment  
None

Chair Martin closed public comment.

No formal action was taken.

C. FUTURE AGENDA ITEMS

[https://youtu.be/8HftF\\_KlwDs?t=9217](https://youtu.be/8HftF_KlwDs?t=9217)

Quarterly WRF Report  
Quarterly Investment Report  
Final Draft Budget on Measure Q & E  
Draft General Plan Budget

D. SCHEDULE NEXT MEETING

The next CFAC meeting will be held on **Tuesday, May 18, 2021** at 3:00 p.m. via teleconference.

E. ADJOURNMENT

The meeting adjourned at 5:36 pm

Recorded by:  
Charlee Lowe