

MINUTES  
MEASURE O CITIZENS' OVERSIGHT COMMITTEE

SPECIAL MEETING

Community Meeting Center, Founders Room,  
11300 Stanford Avenue, Garden Grove, CA 92840

Monday, September 21, 2020

CALL TO ORDER: 5:41 p.m.

ROLL CALL      PRESENT:      (7)      Member Bischoff, Member Mackanic,  
Member Malo, Member Salicos, Vice Chair  
Sanders, Chair Thomas

ABSENT:      (0)      Member Nguyen

OTHERS PRESENT: Scott Stiles, City Manager, Patricia Song, Finance Director, Ann Eifert, Budget Manager, Sylvia Garcia, Recording Secretary, Don Balanay, Sr. Administrative Analyst and Trevor Smouse, Sr. Program Specialist.

City Manager, Scott Stiles, shared information on the financial impact the City is facing due to the COVID-19 Pandemic. Elected officials and several City Managers have partaken in calls with the California Governor regarding the re-opening of theme parks and convention centers; additional guidance is expected to take place from the Governor shortly. Staff will begin the budget process for the second fiscal year of the City's Bi-annual budget in January 2021. City Council will be presented with the Budget for review and approval shortly before July 1, 2021; more information will be shared at that time. Despite the difficulties presented due to the COVID-19 Pandemic, the City has been financially cautious and has maintained full funding of the Police Officer positions promised to the community when Measure O was passed.

ORAL COMMUNICATIONS:  
None.

RECEIVE AND FILE MINUTES:

Members confirmed the receipt of January 21, 2020 meeting minutes. The motion to approve minutes was made by Member Malo, and seconded by Vice Chair Sanders.

REVIEW ANNUAL COMMITTEE REPORT TO THE CITY COUNCIL:

Finance Director, Patricia Song, reviewed the "draft" Annual Report that will be presented to City Council on November 10, 2020. The objective of the report is to present the City Council the Measure O Citizen's Oversight Committee's Annual Report, as outlined in Resolution No.9540-19, to ensure all funds are spent properly. The report details activities that took place with the committee and shares review findings for the audited financial information.

Committee Chair Thomas will present this item to City Council along with Finance Director, Patricia Song.

The motion carried by a 6-0 vote as follows:

Ayes: (7) Bischoff, Mackanic, Malo, Salicos, Sanders,  
Thomas

Noes: (0) None

REVIEW AMENDED ADOPTED FISCAL YEAR 2020-21 BUDGET:

Budget Manager, Ann Eifert, shared a PowerPoint slide (Pg. 4) to review the amended adopted Fiscal Year 2020-21 budget. The slide provided a breakdown of additional budget reductions that took place due to the State's response to the Pandemic. Items included; addition of neighborhood traffic unit, reduction and cancellation of training and conferences, reduction of 22 non-sworn vacant positions, decrease funding to the City's fleet internal service fund, and a reduction to temporary/seasonal staffing and recreational programs due to the decrease in revenue.

PowerPoint slide No.5 provided a summary of adopted and amended budget numbers.

Vice Chair Sanders will be submitting questions to staff via email.

REVIEW PRELIMINARY FISCAL YEAR 2019-20 MEASURE O REVENUE AND EXPENDITURES:

Budget Manager, Ann Eifert, reviewed the General Fund Revenue & Expenditures for Fiscal Year 2019-20 Adopted and Year-to-Date. The information shows that the adopted general fund revenue increased from 134.2M to \$136.7M, but it excludes CARES Act funds. The Adopted general fund expenditures decreased from \$128.0M to \$126.9M, and also excludes CARES Act funds.

DISCUSSION OF COVID-19 FISCAL IMPACT:

Finance Director, Patricia Song, shared PowerPoint slides that included information on the Financial Impacts to the City due to COVID-19. Loss of Revenue in the Transient Occupancy Tax and Sales Tax were a major factor. Occupancy level in Garden Grove hotels has fallen to 10%, and sales tax had a \$1M reduction.

Another factor impacting the City's financial status is the additional expenditures incurred due to COVID related purchases. s

The City continues to accrue expenses due to COVID-19. Incurred expenses related to COVID have not been submitted for reimbursement to the Federal and various other assistance programs (FEMA & Coronavirus Relief Fund).

DISCUSS NEXT MEETING DATE:

The next meeting is scheduled for late January 2021. Sylvia Garcia, Recording Secretary, will be reaching out to members via email to confirm the meeting date.

Topics to discuss at the next meeting include;

- Review of Fiscal Year 2019-20 Audited Financial Statements
- Discuss Potential Budget Update

MATTERS FROM COMMITTEE MEMBERS:

Member Malo requested that the next meeting be held via "Video" Zoom, as it is difficult to identify who's speaking without having a face to look atthe . Member Sanders second that request. Member Bischoff suggested staff to use the screen share feature to share slides.

MATTERS FROM STAFF:

Sylvia Garcia, Recording Secretary, will reach out to Chair Thomas to coordinate a meeting with Finance Director, Patricia Song, to finalize the Committee's Annual Report to Council. Members are welcome to call or stop by City Hall to ask Staff questions or to review any information.

ADJOURNMENT: At 6:29 p.m., Chair Thomas adjourned the meeting.