



1. **Call to Order**

Mayor Gutierrez called the meeting to order at 3:53 p.m. The following were in attendance at the meeting:

Subcommittee Members:

Dr. Yxstian Gutierrez, Mayor
Ulises Cabrera, Council Member

Staff Members:

Marshall Eyeran, Chief Financial Officer
Allen Brock, Assistant City Manager
Brian Mohan, Financial Resources Division Manager
Dena Heald, Financial Operations Division Manager
Brooke McKinney, Treasury Operations Division Manager
Zaskia Ruiz Jones, Willdan
Mayra Gonzalez, Executive Assistant

Visitors:

None

2. Public Comments

None

3. Approval of Minutes:

Action: Minutes of 10/03/18 approved.

4. Public Meeting to Review Action Plan, Calendar, and Objectives and Policies related to our Citizen Participation Plan

Report given by Marshall Eyeran. Marshall provided an overview of the application process. As a condition for receiving Federal funding, the City must prepare an Annual Action Plan each year of the Five Year Consolidated Plan that was previously approved by Council. This meeting is the first public meeting to allow public input on needs of the community for the development of the Annual Action Plan objectives and policies. The Fiscal Year 19/20 Annual Action Plan's objectives and policies will remain consistent with prior years. The application process begins December 20, 2018 and the applications are due by January 31, 2019. A workshop will be available on January 10, 2019 to help assist with the application process.

In accordance with HUD's requirements, the approved Annual Action Plan with the approved sub-recipients has to be submitted to HUD before May 15, 2019.

Mayor inquired about the Category Priority List and funding process. Marshall clarified that the sequential list for the Public Service Funding priorities is balanced between the categories. The CDBG Housing and Community Development Funding priorities sequential list were established by Council during the implementation of the Consolidated Plan process about a year and a half ago.

Action: Recommended to Council for approval at the 12/18/18 Council meeting.

5. Audit Discussion/RFP

Marshall provided an update on the city's current auditor, Vasquez and Company. It is the City's policy to rotate audit firms every five years and FY 18/19 marks the fifth year with Vasquez. This means that the Request for Proposal for a new auditing firm will be issued in March with a due date in April. The Finance Department will review the preliminary applications and will bring forward the top three applicants to interview at the Finance Subcommittee meeting. This item will be brought back to Finance Subcommittee in April or May. The new auditor will need to be in place prior to the new fiscal year to begin the transition process with the new firm.

6. Chief Financial Officer Comments

Next Finance Subcommittee meeting is scheduled on the 4th Tuesday of every month, but for the month of December the meeting is scheduled for Christmas day. The meeting will be rescheduled the week prior or after the holiday week depending if it is needed.

The Recognized Obligation Payment Schedule has moved to be reviewed by the County's Oversight Board Meeting. The ROPS is standard routine based on the debt service and does not require decisions to be made at the City level. The ROPS will not be brought forward to Finance Subcommittee Meeting, but instead will be taken directly to Council for review. This will allow the City to meet the County's timeline to meet their approval to submit to the State.

7. Council Member Comments

No comments

8. Adjournment

Meeting adjourned at 4:34 p.m.

Prior Meeting Attendance

FINANCE SUBCOMMITTEE ATTENDANCE FOR 2018 JANUARY THROUGH DECEMBER										
Board Member	DATE OF MEETING									
	1/23/18	2/27/18	3/27/18	4/24/18	5/22/18	6/26/18	7/24/18	8/28/18	9/25/18	10/3/18
Mayor Gutierrez	X	X	X	X	X	NM	NM	NM	NM	SP
Council Member Marquez	X	X	X	X	X	NM	NM	NM	-	-
Council Member Cabrera	-	-	-	-	-	-	-	-	NM	SP

Board Member	DATE OF MEETING									
	11/27/18									
Mayor Gutierrez	X									
Council Member Cabrera	X									

- X – Present
- E – Excused
- A – Absent
- NQ – No Quorum
- SM – Special Meeting
- NM – No Meeting