



**City of Rancho Cordova
Community Enhancement & Investment Fund Citizen Oversight Board**

Agenda

Tuesday, November 16, 2021

5:30-7:30 p.m.

Rancho Cordova City Hall, David B. Roberts Council Chambers

In response to Governor's Executive Order N-29-20 and the Resolution Declaring the Existence of a Local Emergency Relating to the COVID-19 Pandemic adopted by the City of Rancho Cordova, the City is following the state guidelines on social distancing including the requirement of wearing a face covering. This meeting will also be available to the public via video/teleconferencing.

City Hall

2729 Prospect Park Drive, Rancho Cordova

Join the Meeting Via Zoom Link:

<https://cityofranhocordova.zoom.us/j/85430395363?pwd=M0x6eDBvZGFvV3RqK3AvN0grbUVUz09>

Join the Meeting via the Zoom Phone Number

Zoom Phone Number: US: 1 669 900 6833 or 888 475 4499 (Toll Free)

Webinar ID: 854 3039 5363

Password: 246830

MINUTES

1. Vice Chair Brian Faulconer called the meeting to order via Zoom and in the David B. Roberts Council Chambers at 5:31 p.m.

Oversight Board Members Present: Burk, Faulconer (Brian), Hughes, Kastner, Knifton, and Popyack

Oversight Board Members Absent: Escobar

At-large Appointees Present (Youth Representatives): Faulconer (MaryEllen) and Rumsey

Staff Members Present: Delaney, Juran Karageorgiou, Leitner, Leonardich, Riley, and Stephens

2. Public Comment

Public comment was opened at 5:33 p.m. No additional members of the public were present or participating via Zoom. The public comment period was closed at 5:34 p.m.

3. Review and Adopt Meeting Minutes from October 13, 2021

Motion made by Knifton, seconded by Popyack, carried by an 8-0-0 vote.

4. Fiscal Year 2021-23 Budget Snapshot Demonstration

Kim Juran Karageorgiou, Administrative Services Director, presented on the open data website: "Fiscal Year 2021-23 Budget Snapshot Demonstration" (<https://stories.opengov.com/ranchocordovaca/published/T-yvgzL3u>). Juran Karageorgiou shared information about the city's revenues, expenses, percentages and amounts of property and sales taxes raised including Bradley-Burns. Juran Karageorgiou discussed how Measure H and R funds are collected and shared a visual representation of each tax dollar collected and how it supports the city to provide enhanced services to residents and businesses.

5. Confirm Revenues Received in the Prior Fiscal Year

Delaney presented the Detailed Trial Balance for 2021 to highlight the monthly Measure H distributions received by the City of Rancho Cordova.

6. Review Actual Expenditures to Budget Allocation Approved

Delaney presented the City of Rancho Cordova's Adopted Resolution 64-2020 to clarify the original budgeted amounts approved by council.

Delaney then presented on the expenditures through June 30, 2021. Delaney clarified that many of the projects received extensions due to challenges of delivering programs or services during COVID-19 restrictions. Delaney presented on a variety of specific projects/programs and how the Community Enhancement & Investment Fund worked with grantees to allow for flexibility with accountability. In many cases the city has prepared amended agreements to extend timelines.

Delaney presented on how Measure H funds are allocated to specific city purposes (Public Safety, Public Works, Community/Economic Development, etc.),

legacy projects, and how funding buckets are created to provide specific types of programming within the city (Arts, Athletics, etc.).

7. Review Each Community Enhancement Fund Grantee’s Compliance with Reporting Requirements

Leonardich presented on compliance as it relates to grantees completing timely Use of Funds and Outcomes Reports. Leonardich clarified the process for submitting reports and how it aligns a project’s timing and purpose. He also shared that in addition to reviewing reports, staff completes site visits with grantees.

Leonardich shared the details of the internal process for reviewing Use of Funds Reports including reconciling receipts, credit card statements, bank statements, and accounting documents. For the Outcomes Reports, Leonardich shared grantees submit narratives explaining how programs/projects were delivered, participant details (including how many people attended), challenges/barriers in completing projects, and pictures and notes. To support newer grantees with less experience, Leonardich provides report writing workshops and a guide to completing successful financial and narrative reports.

Leonardich shared two sample reports to demonstrate how Community Enhancement & Investment staff monitor grantees and ensure funds are used for intended purposes with transparency.

8. Scheduling of Next Meeting

Delaney advised that staff will prepare a doodle poll in late Summer 2022 to plan the next Citizen Oversight Board Meeting in Fall 2022. Delaney explained why the Citizen Oversight Board meets in the third or fourth quarter of the year.

Those reasons include:

- Staff close the Fiscal Year 2021/2022 books in August and need time to prepare the financial reports;
- Grantees provide Use of Funds and Outcomes Reports at the end of June or July in most agreements; and
- Staff may need to open applications for the public to serve as At-Large or Oversight Board members if there are any changes to the appointed members of the Citizen Oversight Board.

The meeting was adjourned at 6:34 p.m. by Vice Chair Brian Faulconer.

City of Rancho Cordova
Community Enhancement & Investment Fund Citizen Oversight Board –Minutes for Nov. 16, 2021

Minutes adopted on Monday, October 10, 2022, Signed Wednesday, November 16, 2022, at Rancho Cordova, California



Randi Kay Stephens, Community Enhancement and Investment Fund, Management Analyst II