



## Budget and Audit Committee Report

915 I Street, 1<sup>st</sup> Floor

Sacramento, CA 95814

[www.cityofsacramento.org](http://www.cityofsacramento.org)

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**File ID:** 2019-00127

March 5, 2019

**Consent Item 01**

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**Title:** Budget and Audit Committee Meeting Minutes

**Location:** Citywide

**Recommendation:** Pass a Motion approving the Budget and Audit Committee Meeting Minutes dated December 4, 2018 and January 29, 2019.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5442, Office of the City Clerk

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-December 4, 2018 DRAFT Budget and Audit Committee Minutes

3-January 29, 2019 DRAFT Budget and Audit Committee Minutes

## **Description/Analysis**

**Issue Detail:** It is the best practice for the legislative body to approve the minutes for each meeting.

**Policy Considerations:** As a best practice, the City Clerk keeps a permanent record of the Budget and Audit Committee proceedings showing all action considered and taken, motions and records, the text of ordinances and resolutions introduced or adopted, and all amendments thereto proposed or adopted, and the vote of each member regarding any matter before the Budget and Audit Committee.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** None.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** After each Budget and Audit Committee meeting, the City Clerk composes the DRAFT Minutes noting each action taken by the legislative body. Those DRAFT Minutes are presented to the Budget and Audit Committee for its approval as a permanent record of the meeting actions.

**Financial Considerations:** None.

**Local Business Enterprise (LBE):** None.

## **BUDGET AND AUDIT COMMITTEE**

Mayor Darrell Steinberg, Chair  
Angelique Ashby, Vice Chair, District 1  
Jay Schenirer, District 5  
Rick Jennings, II, District 7

## **COMMITTEE STAFF**

Mindy Cuppy, City Clerk  
Matthew Ruyak, Assistant City Attorney  
Leyne Milstein, Assistant City Manager  
Jorge Oseguera, City Auditor/Interim  
Independent Budget Analyst  
Dawn Holm, Finance Director



# **DRAFT Minutes**

## **Budget and Audit Committee**

**City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor**

*Published by the Office of the City Clerk  
(916) 808-5163*

**Tuesday, December 4, 2018  
2:00 p.m.**

### **NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Speaker slips are available on the City's Website and located in racks inside the chamber and should be completed and submitted to the Assistant City Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting or 24 hours prior to a special meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Office of the City Clerk and all written material received is available at the meeting for public review.

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Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Office of the City Clerk at (916) 808-7200 at least 48 hours prior to the meeting.

**General Conduct for the Public Attending Committee Meetings**

- Members of the public attending Budget and Audit Committee meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

**Members of the Public Addressing the Budget and Audit Committee**

Purpose of Public Comment. The City provides opportunities for the public to address the Committee as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the Budget and Audit Committee as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Committee.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Committee and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the Committee Member whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

**Speaker Time Limits.** In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda.** Two (2) minutes per speaker.
- **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Committee member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.

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- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
- The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

# City of Sacramento

## Budget and Audit Committee

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Tuesday, December 4, 2018

2:00 PM

915 I Street, 1<sup>st</sup> Floor

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### Regular Meeting DRAFT Minutes

#### City Hall Council Chamber

*All items listed are heard and acted upon by the Sacramento Budget and Audit Committee unless otherwise noted.*

#### Open Session – 2:00 p.m.

Regular session called to order by Mayor Darrell Steinberg at 2:05 p.m. Tuesday, December 4, 2018 at the Sacramento City Hall Council Chamber.

**Members Present:** Rick Jennings, Jay Schenirer, and Mayor Darrell Steinberg.

**Members Absent:** Angelique Ashby.

#### Consent Calendar

*All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.*

**Action:** Moved/Seconded: Member Schenirer / Member Jennings.

**Yes:** Members Rick Jennings, Jay Schenirer, and Mayor Darrell Steinberg.

**Absent:** Member Angelique Ashby.

A motion **passed** to adopt the Consent Calendar in one motion except as indicated at each item.

#### 1. **Budget and Audit Committee Meeting Minutes**

File ID: 2018-01681

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving the Budget and Audit Committee Meeting Minutes dated November 8, 2018.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5442, Office of the City Clerk

**Discussion Calendar**

*Discussion calendar items include an oral presentation including those recommending “receive and file”.*

**2. Proposed Business Operating Permit Fees for Cannabis Microbusinesses and Cannabis Business Application Modification Fees**

File ID: 2018-01625

**Location:** Citywide

**Action:** Moved/Seconded: Member Schenirer / Member Jennings.

**Yes:** Members Rick Jennings, Jay Schenirer, and Mayor Darrell Steinberg.

**Absent:** Member Angelique Ashby.

1) Review the proposed business operating permit fees for cannabis microbusinesses and the proposed fees to modify cannabis business applications; and 2) passed a Motion forwarding the fees to the City Council for adoption.

**Contact:** Joe Devlin, Chief, (916) 808-4772; Zarah Cruz, Program Specialist, (916) 808-8925, Office of Cannabis Policy and Enforcement, Office of the City Manager.

**Public Comments – Matters Not on the Agenda**

None.

**Committee Comments-Ideas, Questions and Meeting Reports**

None.

**Adjourned** – 2:07 p.m.

**BUDGET AND AUDIT COMMITTEE**

Mayor Darrell Steinberg, Chair  
Angelique Ashby, Vice Chair, District 1  
Allen Warren, District 2  
Jeff Harris, District 3  
Steve Hansen, District 4  
Jay Schenirer, District 5  
Eric Guerra, District 6  
Rick Jennings, II, District 7  
Larry Carr, District 8

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**Special Meeting  
DRAFT Minutes  
City Council Sitting as  
Budget and Audit  
Committee**

**City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor**  
*Published by the Office of the City Clerk  
(916) 808-5163*

**Tuesday, January 29, 2019  
3:00 p.m.**

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**City of Sacramento**  
**City Council Sitting as Budget and Audit Committee**

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Tuesday, January 29, 2019

3:00 PM

915 I Street, 1<sup>st</sup> Floor

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**Special Meeting DRAFT Minutes**

**City Hall Council Chamber**

*All items listed are heard and acted upon by the Sacramento Budget and Audit Committee unless otherwise noted.*

**Open Session – 3:00 p.m.**

Special session called to order by Mayor Darrell Steinberg at 3:03 p.m. Tuesday, January 29, 2019 at the Sacramento City Hall Council Chamber.

**Members Present:** Angelique Ashby, Eric Guerra, Steve Hansen, Jeff Harris, Rick Jennings, Jay Schenirer, Allen Warren, and Mayor Darrell Steinberg.

**Member Absent:** Larry Carr.

**Pledge of Allegiance** – Led by Mayor Steinberg.

**Consent Calendar**

*All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.*

**Action:** Moved/Seconded: Member Schenirer / Member Guerra.

**Yes:** Members Angelique Ashby, Eric Guerra, Steve Hansen, Jeff Harris, Rick Jennings, Jay Schenirer, Allen Warren, and Mayor Darrell Steinberg.

**Absent:** Member Larry Carr.

**1. 2019 Regular Meeting Schedule for the Budget and Audit Committee**

**File ID:** 2018-00086

**Location:** Citywide

**Action:** Passed a **Motion** approving the 2019 Regular Meeting Schedule for the Budget and Audit Committee.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5442, Office of the City Clerk

2. **Fiscal Year 2017/18 Independent Accountants' Report on the Appropriation Limit Calculation**

File ID: 2018-01746

**Location:** Citywide

**Action:** Passed a **Motion** accepting and forwarding to City Council the Fiscal Year 2017/18 Independent Accountants' Report on the Appropriation Limit Calculation.

**Contact:** Osvaldo Lopez, Accounting Manager, (916) 808-4740; Dawn Holm, Director, (916) 808-5574, Department of Finance

3. **Fiscal Year 2017/18 Measure U Sales Tax Performance Audit**

File ID: 2018-01747

**Location:** Citywide

**Action:** Passed a **Motion** accepting and forwarding to City Council the Fiscal Year 2017/18 Measure U Sales Tax Performance Audit.

**Contact:** Osvaldo Lopez, Accounting Manager, (916) 808-4740; Dawn Holm, Director, (916) 808-5574, Department of Finance

4. **Fiscal Year 2017/18 Child Development Program Audit Report**

File ID: 2018-01749

**Location:** Citywide

**Action:** Passed a **Motion** accepting and forwarding to City Council the Fiscal Year 2017/18 Child Development Program Audit.

**Contact:** Osvaldo Lopez, Accounting Manager, (916) 808-4740; Dawn Holm, Director, (916) 808-5574, Department of Finance

**Discussion Calendar**

*Discussion calendar items include an oral presentation including those recommending "receive and file".*

5. **Selection of 2019 Vice Chair for the Budget and Audit Committee**

File ID: 2019-00126

**Location:** Citywide

**Action:** Moved/Seconded: Mayor Steinberg / Member Jennings.

**Yes:** Members Angelique Ashby, Eric Guerra, Steve Hansen, Jeff Harris, Rick Jennings, Jay Schenirer, Allen Warren, and Mayor Darrell Steinberg.

**Absent:** Member Larry Carr.

Passed a **Motion** selecting Eric Guerra as Budget and Audit Committee Vice Chair for 2019 whose duties will start with the next regular meeting of the Committee.

**Contact:** Mindy Cuppy, MMC, City Clerk, (916) 808-5442, Office of the City Clerk

**6. Fiscal Year 2017/18 Comprehensive Annual Financial Report (CAFR)**

File ID: 2018-01750

**Location:** Citywide**Action:** Moved/Seconded: Member Hansen / Member Guerra.**Yes:** Members Angelique Ashby, Eric Guerra, Steve Hansen, Jeff Harris, Rick Jennings, Jay Schenirer, Allen Warren, and Mayor Darrell Steinberg.**Absent:** Member Larry Carr.Passed a **Motion:** 1) accepting the Fiscal Year 2017/18 Comprehensive Annual Financial Report (CAFR); and 2) and forwarding to City Council for approval.**Contact:** Osvaldo Lopez, Accounting Manager, (916) 808-4740; Dawn Holm, Director, (916) 808-5574, Department of Finance**7. Fiscal Year (FY) 2018/19 Midyear Report**

File ID: 2019-00045

**Location:** Citywide**Action:** Moved/Seconded: Member Guerra / Member Schenirer.**Yes:** Members Angelique Ashby, Eric Guerra, Steve Hansen, Jeff Harris, Rick Jennings, Jay Schenirer, Allen Warren, and Mayor Darrell Steinberg.**Absent:** Member Larry Carr.

Public comment heard from Mike Jaske, Khaim Morton, Robert Dresser, Lia Nitake, Rick Eaton, Rachel Rios, Ramona Landeros, Derrell Roberts, Kaying Hang, Mervin Brookins, and Les and Katrina Simmons.

**Adjourned** – 4:56 p.m.