



Citizens' Oversight Committee

Measure O Agenda

City of Campbell, 70 N. First Street, Campbell, California

NOTE: To protect our constituents, City officials, and City staff, the City requests all members of the public follow the guidance of the California Department of Health Services', and the County of Santa Clara Health Officer Order, to help control the spread of COVID-19. Additional information regarding COVID-19 is available on the City's website at www.campbellca.gov.

This Special Meeting of the Citizens' Oversight Committee Measure O General Obligation Bond will be conducted in person as well as telecommunication and is compliant with provisions of the Brown Act.

**** Committee Member Hines will attend virtually from 2276 Central Park Drive, Campbell, California, 95008. A quorum of the Citizens' Oversight Committee Measure O General Obligation Bond will be in attendance at the City of Campbell City Hall.**

Those members of the public wishing to participate virtually can access the meeting at: <https://us02web.zoom.us/j/81045401285?pwd=YlZnOTFoZzRDcDNyR1dxbl6OUVqdz09>
Enter Meeting ID: 810 4540 1285 and Passcode: 694759

Members of the public may attend this meeting in person at Campbell City Hall, Council Chambers. If attending in person, face coverings and physical distancing will be required until further notice.

Public comment will also be accepted via email at ClerksOffice@campbellca.gov prior to the meeting. Please indicate in the subject line "FOR PUBLIC COMMENT." Written comments received by 12:00 p.m. on the day of the meeting will be posted on the website and distributed to the Committee before the meeting.

A video recording will be available on the City YouTube Channel at: <https://www.youtube.com/user/CityofCampbell> following the meeting.

SPECIAL MEETING OF THE CITIZENS' OVERSIGHT COMMITTEE (COC)

MEASURE O GENERAL OBLIGATION BONDS

Monday, February 28, 2022 3:00 p.m.

City Hall Council Chamber – 70 N. First Street

****Agenda Revised February 25, 2022 to include the addition of Committee Member teleconference location**

AGENDA

CALL TO ORDER

ROLE CALL AND ESTABLISHMENT OF QUORUM

PUBLIC COMMENTS

Any member of the public may directly address the Committee on any item of interest to the public with respect to the Measure O bond proceeds. The Chairperson will ask if any members of the public wish to address the Committee, and if so, the member of the public shall raise his/her hand and when called upon, give their name and then make their statement. Members of the public will be given up to 3 minutes to address the Committee.

1. APPROVAL OF MINUTES

Recommended Action: Approve the Special Meeting minutes of December 16, 2021

2. FINANCIAL UPDATE

Recommended Action: Accept presentation by staff on Audited Measure O Financial Reports and Expenditure Detail Reports

3. ANNUAL REPORT PRESENTATION

Recommended Action: Discuss preparation of Annual Report of the Measure O Citizen's Oversight Committee

4. SCHEDULE MEETING DATE WITH CITY COUNCIL

Recommended Action: Determine date options to present Annual Report of the Measure O Citizen's Oversight Committee to City Council

5. SCHEDULE NEXT MEETING

Recommended Action: Determine next meeting date

ADJOURN

In compliance with the Americans with Disabilities Act, assistive listening devices are available for meetings held in the Council Chamber. If you require accommodation to participate in the meeting, please contact the City Clerk's Office, at clerksoffice@campbellca.gov or (408) 866-2117.

CITIZENS' OVERSIGHT COMMITTEE

MEASURE O MINUTES

City of Campbell, 70 N. First St., Campbell, California



SPECIAL MEETING OF THE CITIZENS' OVERSIGHT COMMITTEE MEASURE O

Thursday, December 16, 2021 3:00 p.m.
City Hall Council Chamber – 70 N. First Street

This Citizens' Oversight Committee meeting was conducted pursuant to provisions of the Brown Act.

This meeting was recorded and can be viewed in its entirety at: <https://www.youtube.com/user/CityofCampbell>.

CALL TO ORDER

The Citizens' Oversight Committee of the City of Campbell convened on the special day of December 16, 2021.

ROLE CALL AND ESTABLISHMENT OF QUORUM

| Attendee Name | Title | Status |
|-----------------|------------------|---------|
| Paul Russell | Committee Member | Present |
| Doris Quai Hoi | Committee Member | Present |
| Thomas Russell | Committee Member | Present |
| Steven Saunders | Committee Member | Present |
| Terry Hines | Committee Member | Present |
| Anne Souza | Committee Member | Present |
| Al Bito | Committee Member | Present |

1. INTRODUCTIONS

Recommended Action: Introduce Committee Members, Staff and Bond Counsel.

Finance Director Will Fuentes introduced himself and welcomed the Members to the Committee. Director Fuentes introduced his staff, Finance Manager Norite Vong, Deputy City Clerk Andrea Sanders and Executive Assistant to the Finance Director Shannon Brangan.

Committee Members each gave a brief introduction of themselves.

PUBLIC COMMENTS

There were no public comments.

2. SERVING ON COC: INTRODUCTION TO ROLES AND RESPONSIBILITIES

Recommended Action: Accept presentation by Jones Hall.

Jones Hall Bond Counsel Katie Dobson introduced herself and provided an overview of the Citizen Oversight General Obligation (GO) bonds. Ms. Dobson reviewed what GO bonds are, bond accountability, reviewing and reporting responsibilities, composition of the COC and agenda process.

Committee Member Hines proposed accepting the presentation. The report was accepted by the Committee unanimously by way of voice vote.

3. POSITION DESIGNATIONS & ORGANIZATIONAL MATTERS

Recommended Action: Election of Chair (conducts meetings) and Election of Vice Chair. (acts in absence of Chair)

Director Fuentes reviewed the purpose and responsibilities of a Chair and Vice Chair.

Committee Members discussed the election of a Chair and Vice Chair.

M/S: Hines/Saunders – That the Citizens’ Oversight Committee elect Al Bito to serve as Chair of the COC. The motion was adopted unanimously by way of voice vote.

M/S: Hines/Bito – That the Citizens’ Oversight Committee elect Anne Souza to serve as Vice Chair of the COC. The motion was adopted unanimously by way of voice vote.

4. REPORT ON BOND PROGRAM

Recommended Action: Accept the report describing summary of bond measure, bond project list, planned projects, and bonds issued to date.

Finance Director Fuentes presented a staff report on the Measure O Bond program.

Committee Members asked general questions relating to the Measure O Bond program. Director Fuentes noted that currently staff is working on reports for the COC that detail expenses occurring in fiscal year 2021.

Committee Members unanimously accepted the staff report by way of voice vote.

5. SCHEDULE NEXT MEETING

Recommended Action: Determine next meeting date.

Director Fuentes stated that expense reports for review should be available by the end of December 2021 or early January 2022. When determining the next meeting date, Director Fuentes advised the Committee to allow for enough time

to review the reports and receive clarification on any questions. Additional considerations for the Committee to factor in was allowing for sufficient time to prepare the annual report that will be presented to the City Council.

Chair Bito proposed the Committee meet again near the end of February 2022. Chair Bito asked staff to poll the Committee in the near future to schedule the next meeting targeting end of February.

ADJOURN

Chair Bito adjourned the meeting at 4:01 p.m.

APPROVED:

ATTEST:

Al Bito, Chair

Andrea Sanders, Recording Secretary

City of Campbell Measure O

For the Year Ended June 30, 2020



INDEPENDENT ACCOUNTANTS' REPORT

Honorable Mayor and Members of City Council of the
City of Campbell, California

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Campbell, California (City) as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise City's basic financial statements and have issued our report thereon dated December 31, 2020, which expressed an unmodified opinion on those financial statements. Those financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on the financial statements based on our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's basic financial statements. The accompanying Measure O Schedule of Revenues and Expenditures is presented for purposes of additional analysis, to satisfy the requirements of Measure O Ballot Language and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Eide Bailly LLP

Menlo Park, California
December 31, 2020

CITY OF CAMPBELL

**MEASURE O SPECIAL
SCHEDULE OF REVENUES AND EXPENDITURES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

| | Capital Projects | Debt Service | Total Measure O |
|--|-----------------------------|---------------------|----------------------------|
| Revenues: | | | |
| Taxes | \$ - | \$ 1,098,264 | \$ 1,098,264 |
| Investment income | - | 17,396 | 17,396 |
| Total revenues | <u>-</u> | <u>1,115,660</u> | <u>1,115,660</u> |
| Expenditures: | | | |
| General expenditures | - | 1,530 | 1,530 |
| Personnel Costs - Capital Projects | 176,049 | - | 176,049 |
| Professional Services - Capital Projects | 96,748 | - | 96,748 |
| Total expenditures | <u>272,797</u> | <u>1,530</u> | <u>274,327</u> |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | (272,797) | 1,114,130 | 841,333 |
| FUND BALANCE, BEGINNING | - | - | - |
| FUND BALANCE, Ending | <u>\$ (272,797)</u> | <u>\$ 1,114,130</u> | <u>\$ 841,333</u> |

Citizens' Bond Oversight Committee
Measure O - Capital Projects
Fiscal Year 2019-20

| Expenditures | | Description |
|-----------------------------|------------------------------------|--|
| Personnel Costs | | |
| Senior Project Manager | \$ 176,048.74 | Includes salary and benefits |
| Total Personnel Costs | <u>\$ 176,048.74</u> | |
| Professional Services | | |
| Underwood & Rosenblum Inc | \$ 33,702.50 | Topographic Ground Survey and Underground Utility Locating |
| LPA Inc | 30,634.75 | Design Phase of Police Operations Building |
| Jayson Architechture | 22,909.30 | Design Phase of Library Improvements |
| Travis Howell | 9,280.00 | Hazardous Material (Lead & Asbestos) Testing |
| Miscellaneous | 222.09 | Office Equipment for Senior Project Manager |
| Total Professional Services | <u>\$ 96,748.64</u> | |
| Total Expenditures | <u><u>\$ 272,797.38</u></u> | |

Measure O Capital Expenditures since inception: \$272,797.38

**Citizens' Bond Oversight Committee
Measure O - Debt Service
Fiscal Year 2019-20**

Expenditures

General

Santa Clara County

Total General Costs

\$ 1,529.96

\$ 1,529.96

Total Expenditures

\$ 1,529.96

Description

County Property Tax Administrative Fee

City of Campbell Measure O

For the Year Ended June 30, 2021



Independent Accountants' Report

Honorable Mayor and Members of City Council of the
City of Campbell, California

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Campbell, California (City) as of and for the year ended June 30, 2021 and the related notes to the financial statements, which collectively comprise City's basic financial statements and have issued our report thereon dated December 30, 2021, which expressed an unmodified opinion on those financial statements. Those financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on the financial statements based on our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's basic financial statements. The accompanying Measure O Schedule of Revenues and Expenditures is presented for purposes of additional analysis, to satisfy the requirements of Measure O Ballot Language and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in black ink that reads "Eide Bailly LLP".

Menlo Park, California
December 30, 2021

City of Campbell
Measure O Special
Schedule of Revenues and Expenditures
For the Fiscal Year Ended June 30, 2021

| | Capital Projects | Debt Service | Total Measure O |
|---|-----------------------------|---------------------|----------------------------|
| Revenues: | | | |
| Taxes | \$ - | \$ 1,235,646 | \$ 1,235,646 |
| Investment income | 139,827 | 15,533 | 155,360 |
| Miscellaneous revenues | 510,000 | - | 510,000 |
| Total revenues | 649,827 | 1,251,179 | 1,901,006 |
| Expenditures: | | | |
| Personnel Costs - Capital Projects | 96,751 | - | 96,751 |
| Professional Services - Capital Projects | 1,476,701 | - | 1,476,701 |
| Debt Service | - | 1,762,597 | 1,762,597 |
| Total expenditures | 1,573,452 | 1,762,597 | 3,336,049 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | (923,625) | (511,418) | (1,435,043) |
| Other financing sources (uses) | | | |
| Sale of bond proceeds | - | 23,171,626 | 23,171,626 |
| Transfers in | 20,000,000 | - | 20,000,000 |
| Transfers out | - | (20,000,000) | (20,000,000) |
| Total other Financing sources (uses) | 20,000,000 | 3,171,626 | 23,171,626 |
| Net change in fund balance | 19,076,375 | 2,660,208 | 21,736,583 |
| FUND BALANCE, BEGINNING | (272,797) | 1,114,130 | 841,333 |
| FUND BALANCE, Ending | \$ 18,803,578 | \$ 3,774,338 | \$ 22,577,916 |

Citizens' Bond Oversight Committee
Measure O - Capital Projects
Fiscal Year 2020-21

| Expenditures | | Description |
|------------------------------------|------------------------|---|
| Personnel Costs | | |
| City Engineer | \$ 15,315.85 | Includes salary and benefits |
| Senior Civil Engineer | 6,183.34 | Includes salary and benefits |
| Senior Project Manager | 66,477.55 | Includes salary and benefits |
| Assistant Engineer | 8,117.05 | Includes salary and benefits |
| Engineer Technician | 657.83 | Includes salary and benefits |
| Total Personnel Costs | \$ 96,751.62 | |
| Professional Services | | |
| LPA Inc | \$ 766,976.20 | Design Phase of Police Operations Building |
| Jayson Architecture | 567,311.00 | Design Phase of Library Improvements |
| David J Powers & Associates | 72,657.08 | Environmental Review Consultant |
| Management Partners | 42,155.00 | Project Management & Advisory Services* |
| Automatic Door Systems Inc | 10,051.00 | Automatic Sliding Door for CCC for Temporary Library Relocation |
| Ronald Anthony Piazza Jr | 7,900.00 | Installation of Sliding Door for Temporary Library Relocation |
| Stanley Gordon Cooper | 2,610.00 | Consulting Services - Schematic Plan Review - PD |
| SCC Clerk Recorder | 2,530.25 | CEQA Document Declaration Filing |
| Brightview Landscape Services | 1,659.50 | Tree Removal at Library |
| Window Graphics Sign Co | 1,640.60 | Signage for Temporary Library Location |
| Underwood & Rosenblum Inc | 1,000.00 | Topographic Ground Survey and Underground Utility Locating |
| Miscellaneous | 210.35 | Orchard City Lock & Safe |
| Total Professional Services | \$ 1,476,700.98 | |
| Total Expenditures | \$ 1,573,452.60 | |

*\$11,312.50 will be reversed in FY2022 due to mis-categorization

Measure O Capital Expenditures since inception: \$1,749,498.36

Citizens' Bond Oversight Committee
Measure O - Debt Service
Fiscal Year 2020-21

Expenditures

Debt Service

Bank of NY Mellon

\$1,140,000.00

Debt Service - Principal

Bank of NY Mellon

352,936.00

Debt Service - Interest

Bank of NY Mellon

269,661.43

Cost of Issuance

Total Debt Service Costs

\$1,762,597.43

Total Expenditures

\$1,762,597.43

Description

**ANNUAL REPORT OF THE MEASURE O CITIZENS’
OVERSIGHT COMMITTEE OF THE CITY OF CAMPBALL
FOR FISCAL YEAR 20__-__**

Introduction. The Citizens’ Oversight Committee of the City of Campbell (the “COC”) was formed pursuant to Measure O for the purpose of actively reviewing and reporting on the expenditure of Measure O bond proceeds. The COC is required to advise the public, through at least one report per year, as to whether the City is in compliance with Article XIII A of the California Constitution and Measure O.

Public Meetings. During the previous year, the COC has met on the following dates and locations:

| Meeting Date and Time | Meeting Location |
|------------------------------|-------------------------|
| | |
| | |

Each meeting has been held in compliance with the Ralph M. Brown Act, in that the meetings were formally scheduled with agendas duly posted and noticed and open to the public. Minutes were taken and when approved at the subsequent meeting were posted on the City’s web page via the link to information relating to Measure O.

City Support. The City has, without spending bond funds, provided the COC with the administrative support it needs to meet and to perform its review and reporting duties.

Activities

Review of Expenditures. The COC was provided with expenditure reports prepared by the City at each of its meetings. At each meeting, the COC reviewed the text of Measure O and the expenditure reports. Members of the COC had the opportunity to ask City personnel questions regarding the projects and expenditures.

Review of City’s Annual Report. In addition, the City provided the COC with a copy of the Finance Director’s annual bond report. No irregularities or concerns were identified in the Annual Report.

If applicable: [Tour of Bond Facilities. On ____, 20__, the COC continued its meeting to a tour of the bond facilities.] [On various dates, members of the COC (which did not comprise a quorum) were provided with a tour of bond financed facilities]. [Alternatively, the COC was provided with photos of bond financed facilities and projects.]

Conclusion. [Based on the foregoing review of expenditures and other activities, the COC concludes that bond proceeds spent to date have only been spent for the acquisition and construction of real property for City facilities, as identified in the project list presented to voters, and as a result the City has complied with California Constitution Article XIII A Section (1)(b)(3) and the text of Measure O.]

Approved _____, 20____.

**MEASURE O CITIZENS' OVERSIGHT
COMMITTEE**

BY: _____
Chairperson

[The conclusions identified in this Annual Report are to be presented to the City Council at an open meeting.]