



FRANCHISE COMPLIANCE REVIEW COMMITTEE MEETING MINUTES

Wednesday, November 12th, 2025 at 10:00 a.m.
Virtual and In-Person

City Administration Building, 12th Floor, Conference Room A
202 C Street, San Diego, CA 92101

I. Call to Order

- a. Meeting called to order at 10:09 a.m. by Chair Hooven

II. Roll Call

- a. Present (in person): Members Satomi Rash-Zeigler, Cody Hooven, Corey Albright
- b. Absent: Matt Brennan, Linda Lattimore

III. Staff Announcements

- a. Megan Ong, the ECA Implementation Plan has been finalized and can be shared with this Committee. Similarly, the third iteration of the Administrative MOU is being finalized and will be shared with the Committee once it is executed.

IV. Non-Agenda Public Comment

- a. Public Comment:
 - i. Parke Troutman

V. Approval of October 15th, 2025 Minutes

- a. Public Comment:
 - i. None
- b. Member Rash-Zeigler moves to approve the minutes.
- c. Member Albright seconds the motion.
- d. The motion passed 3-0-0; October 15, 2025, minutes were approved.

VI. Discussion Item: Receive Final Independent Auditor Report

- a. The independent auditors, Crowe, provide a presentation on the final audit, including findings and recommendations.
- b. Public Comment:
 - i. Parke Troutman
 - ii. Linda Lattimore
 - iii. Katelyn Hailey
 - iv. Matt Brennan
- c. Member Albright moves to accept the Independent Auditor's Report.
- d. Member Rash-Zeigler seconds the motion.

- e. The motion passed 3-0-0; the Franchise Compliance Review Committee accepts the independent auditors' final report.

VII. Discussion Item: FCRC Report Structure and Next Steps

- a. Public Comment:
 - i. None
- b. Chair Hooven provided a draft outline of the report.
- c. Committee Members discussed report structure, distributed sections of the report, and discussed the schedule for future meetings. Ahead of the next meeting, City Staff will post the new sections online and consolidate the report into one document. This consolidated draft will be posted to the Committee's website.
- d. Updated report outline and section assignments are included in Attachment A of the meeting minutes.

VIII. Adjournment

- a. The next meeting is tentatively schedule for December 3rd at 10am.
- b. Meeting was adjourned at 11:34 a.m.