

COMMITTEE MEMBERS

Brian Beckon
Gregory Grassi
Brandy Leidgen
Diane Sprouse
Michelle Lane

Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org



**ANNOTATED AGENDA
Special Meeting of the
Measure Q Oversight
Committee**

Wednesday, May 27, 2020

4:00 p.m.

Various
telephonic/electronic
locations (see below)

CORONAVIRUS DISEASE (COVID-19) ADVISORY WARNING
STAY SAFE, STAY HEALTHY, STAY HOME

The Contra Costa County Health Department has ordered individuals in Contra Costa County to “shelter in place”. The California Department of Public Health issued its “Mass Gatherings Guidance on Novel Coronavirus or COVID-19” followed by a recommendation that certain gatherings in California be postponed or canceled. The Governor of the State of California issued Executive Order N-25-20 which, among other things, orders that all California residents are to “. . . heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19” and pursuant to Executive Order N-33-20 has ordered all individuals in California to stay home or at their place of residence with very limited exceptions. That means residents must obey State, County, and City of Concord rules and guidelines.

City of Concord Rules: The City of Concord has declared a local state of emergency due to COVID-19 and is closed to the public. This Measure Q Oversight Committee special meeting is an essential event. However, City of Concord staff will conduct this meeting telephonically or otherwise electronically. City staff will **not** make available any physical location from which members of the public may observe the meeting and offer public comment. Instead, members of the public may observe and address the meeting remotely. Below is information on how to do that.

How to View/Listen to the Meeting via Zoom Meeting:

Join Zoom Meeting

<https://cityofconcord.zoom.us/j/95594935805?pwd=S2NYTitNZmVSN1ISR2hpL0xua0U1UT09>

Meeting ID: 955 9493 5805

Password: 124742

One tap mobile

+16699006833,,95594935805#,1#,124742# US (San Jose)

+13462487799,,95594935805#,1#,124742# US (Houston)

Dial by your location
877 853 5257 US Toll-free
888 475 4499 US Toll-free

Meeting ID: 955 9493 5805
Password: 124742
Find your local number: <https://cityofconcord.zoom.us/j/95594935805>

How to Submit Public Comments:

Written: All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website as "Correspondence" under the relevant agenda item and provided to the Measure Q Oversight Committee members at the meeting. Please email your comments to finance@cityofconcord.org.

During the Meeting: The public will be allowed to address the Committee on items appearing on the agenda. The Committee Chair will call a public comment period and call on members of the public wishing to speak. Each speaker will be limited to approximately three minutes.

Special Meeting of the Measure Q Oversight Committee

1. **ROLL CALL:** Present – Diane Sprouse, Gregory Grassi, Brian Beckon, and Brandy Leidgen (excused at 5:20 p.m.). Meeting called to order at 4:02 p.m. Michelle Lane (arrived at 4:13 p.m.).
2. **STAFF PRESENT:** Karan Reid, Director of Finance; Donna Lee, Budget Officer; and Kylie Hicks, Budget Analyst.
3. **MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE:** None.
4. **PUBLIC COMMENT PERIOD:** None.

5. **AGENDA ITEMS**

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee's consideration of that item. Each speaker will be limited to approximately three minutes.

Please see "How to Submit Public Comments" above.

- a. Approval of Minutes/Annotated Agenda of April 29, 2020. See Attachment A.

Action: Motion to approve minutes by Gregory Grassi and seconded by Brian Beckon. Ayes: Diane Sprouse, Brian Beckon, Gregory Grassi, Brandy Leidgen. Absent: Michelle Lane.

- b. Staff Presentation and Discussion of the General Fund Budget and Long Range Forecast update for FY 2019-20 & FY 2020-21 (to be presented to the City Council on June 9, 2020) – Karan Reid, Director of Finance

Action: No action taken. The Committee received the report.

Discussion: Karan Reid presented an update on the City's sales tax projections and budget stabilization measures that will be presented to the City Council on June 9, 2020. Karan emphasized that projections are still preliminary and that it is difficult to ascertain the full scope of the impact of the COVID-19 pandemic due to uncertainty about when it will end. The Committee asked if the City could expect to receive any federal or State assistance to address revenue losses. Karan explained that the City was not eligible to receive any assistance from the Coronavirus Aid, Relief, and Economic Security (CARES) Act because its population is under 500,000. She further explained that there has been some discussion about the State sharing some of its CARES funds with local governments, but that there has not been any official action taken.

- c. Review and discuss Committee's Recommendations and Memorandum to the City Council related to the FY 2018-19 CAFR, the Adopted Biennial Operating Budget and the use of Measure Q revenue. See Attachment B.
Donna Lee, Budget Officer

Action: Direction provided to staff for amendments to the draft memorandum; the Committee received the report.

Discussion: Donna Lee reviewed the draft memorandum prepared by staff and the Committee provided feedback. The Committee agreed that the presentation of the audited financial statements at the April 29, 2020 meeting demonstrated that the Measure Q tax was appropriately collected and spent in FY 2018-19. The consensus of the Committee was that the memo should provide a strong statement about the important role of Measure Q in supporting core City services, and that there should be an emphasis on the fact that current Measure Q revenues alone are not enough to sustain services or reserves due to the economic impacts of the COVID-19 pandemic. Brian Beckon expressed the importance of the Committee providing targeted support to the City Council, and the rest of the Committee members agreed. The Committee strongly recommended including support of a ballot measure in November 2020 to extend Measure Q until ended by voters and to increase the tax rate to one cent. The Committee also agreed that the memorandum should reflect an emphasis on using Measure Q revenues to replenish reserves during the economic downturn related to COVID-19. The Committee agreed to finalize the draft of the memorandum at the next meeting scheduled for June 3, 2020.

6. ADJOURNMENT

Meeting adjourned at 5:38 p.m.

ADA NOTICE AND HEARING IMPAIRED PROVISIONS

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3031, at least five days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

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