

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, April 29, 2020

5:30 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/92670844786?pwd=TXpsN2pxUW5pclJTUERmYU5PR21mUT09>

Meeting ID: 926 7084 4786

Password: 455886

One tap mobile
+16699006833,,92670844786#,,#,455886# US (San Jose)
+13462487799,,92670844786#,,#,455886# US (Houston)

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

Meeting ID: 926 7084 4786
Password: 455886
Find your local number: <https://cityofconcord.zoom.us/j/92670844786>

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, Brandy Leidgen, and Michelle Lane. Meeting called to order at 5:30 p.m.
2. **STAFF PRESENT:** Karan Reid, Director of Finance; Donna Lee, Budget Officer; Kathleen Tropa, Assistant City Manager; Greg Taylor, Director of Information Technology; 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, 2019. See Attachment A.

Action: Motion to approve minutes by Brian Beckon and seconded by Gregory Grassi. Ayes: Diane Sprouse, Gregory Grassi, Brian Beckon, Brandy Leidgen
Abstain: Michelle Lane.
 - b. Elect Chair of Measure Q Oversight Committee

Action: Motion to elect Diane Sprouse as Chair of Measure Q Oversight Committee by Brian Beckon and seconded by Gregory Grassi. Ayes: Gregory Grassi, Brian Beckon, Brandy Leidgen, and Michelle Lane
Abstain: Diane Sprouse

c. Elect Vice-Chair of Measure Q Oversight Committee

Action: Motion to nominate Gregory Grassi as Vice-Chair of Measure Q Oversight Committee by Brian Beckon, not seconded. Motion to nominate Brian Beckon as Vice-Chair of Measure Q Oversight Committee by Gregory Grassi and seconded by Diane Sprouse. Ayes: Diane Sprouse, Gregory Grassi, Michelle Lane, and Brandy Leidgen. Abstain: Brian Beckon.

d. Overview of the City of Concord's FY 2018-19 Comprehensive Annual Financial Report (CAFR) and use of Measure Q revenues. See attachment B. - Karan Reid, Director of Finance

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

Discussion: Karan Reid made a presentation on the City of Concord's FY 2018-19 Comprehensive Annual Financial Report (CAFR) and the use of Measure Q revenues. Karan noted that the presented report included a selection of pages from the CAFR pertinent to Measure Q and encouraged the Committee to review the entire report online. Throughout the presentation, Committee members asked questions about when staff reforecast the City's financials and if it would be easy for the City to borrow money right now. Karan explained that City staff evaluates budgetary performance at the Mid-Year point in a fiscal year, at the Mid-Cycle point between two fiscal years in an adopted biennial budget period, and when the next biennial budget is prepared. Karan also explained although interest rates are low right now, it is not advisable for the City to borrow money right now. Most of the City's facilities are currently in use as collateral for other debt service.

e. Overview of COVID-19 Budget Impacts – Karan Reid, Director of Finance

Action No action taken.

Discussion: Karan Reid made a presentation on the impacts that the COVID-19 pandemic has had on the City of Concord's budget and reviewed possible scenarios for continuing revenue losses in FY 2020-21. She provided an update on cost saving measures that the City Manager has already implemented and that the City Council approved at the April 14th City Council meeting. The

Committee expressed concern about ongoing revenue losses and potential budget adjustments that will need to take place to compensate for the loss of revenue. Karan explained that the City of Concord was not eligible to receive funding from Paycheck Protection Program (PPP) because its population is under 500,000, and PPP was not intended to backfill lost revenues. She also affirmed that staff will incorporate federal funding into future forecasts if it becomes available, and City staff will present further suggested budget adjustments to the City Council on June 9. Additionally, Karan explained that renewing Measure Q on the November ballot will be helpful, but that that alone will not fully address the impacts of the COVID-19 pandemic on the City's budget. The Committee expressed support of the City's staff.

- f. Review of proposed Measure Q Oversight Committee schedule for 2020. See Attachment C. – Donna Lee, Budget Officer

Action: The start times for the meetings on May 27 and June 3 were changed to 4pm.

6. ADJOURNMENT

Meeting adjourned at 6:51 p.m.

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 Tianjun Cao at (925) 671-3243 or Tianjun.cao@cityofconcord.org, at least 24 hours in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Kathleen Tropa, Assistant City Manager
Karan Reid, Director of Finance
Donna Lee, Budget Officer
Joelle Fockler, City Clerk