

COMMITTEE MEMBERS

Brian Beckon
Gregory Grassi
Brandy Leidgen
Diane Sprouse
Brian Freire

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



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

Wednesday, March 27, 2019

5:30 p.m.

City Council
Conference Room,
Wing A
1950 Parkside Drive

AGENDIZED 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.

1. ROLL CALL

2. PUBLIC COMMENT PERIOD

3. REPORTS

- a. Approval of Minutes/Annotated Agenda of April 23, 2018
- b. Overview of the City of Concord’s FY 2017-18 Comprehensive Annual Financial Report (CAFR) and use of Measure Q revenues –
Karan Reid, Director of Finance
- c. Overview of FY 2018-19 Mid-Year Operating Budget Update –
Donna Lee, Budget Officer
- d. Update on the City’s Fiscal Stability Project – Karan Reid, Director of Finance
- e. Review of proposed Measure Q Oversight Committee schedule for 2019
(attached) – Donna Lee, Budget Officer

4. ADJOURNMENT

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.

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

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

Monday, April 23, 2018
Amended: Date had been
posted as Wednesday, April 23,
2018

5:30 p.m.

Permit Center
Conference Room,
Wing D
1950 Parkside Drive

AGENDIZED 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.

1. **ROLL CALL:** Present – Brandy Leidgen, Brian Beckon, Gregory Grassi. Diane Sprouse arrived at 5:38. Absent – Brian Freire.
2. **STAFF PRESENT:** Karan Reid, Director of Finance; Donna Lee, Budget Officer; Kevin Marstall, Interim City Engineer; Andrea Ouse, Director of Community and Economic Development; Bernard Enrile, Interim CIP Manager; ZeeLaura Page, Administrative Analyst.
3. **MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE:** None.
4. **PUBLIC COMMENT PERIOD:** None.
5. **REPORTS**
 - a. Approval of Minutes/Annotated Agenda of March 14, 2018

ACTION: Diane Sprouse requested to change her status at the last meeting from Absent to Excused. Motion to approve minutes as revised by Brian Beckon and seconded by Brandy Leidgen. Motion passed by unanimous vote of the Committee.

- b. Overview of Preliminary Biennial FY 2018-19 and 2019-20 Proposed Capital Budget and use of Measure Q Revenue.
Kevin Marstall, Interim City Engineer

ACTION: No action taken; the Committee received the report.

DISCUSSION: Kevin Marstall made a presentation on an overview of the Preliminary Biennial FY 2018-19 and 2019-20 Proposed Capital Budget and use of Measure Q Revenue to be considered by City Council (May 8, 2018). Kevin distributed a summary of projects proposed to be funded with Measure Q revenues and is attached to this annotated agenda.

- c. Review and discuss Committee's Recommendations and Memorandum to the City Council related to the FY 2016-17 CAFR, the Preliminary Biennial Capital Budget and the use of Measure Q revenue, and authorize the Chair to work with staff to complete and finalize the Memorandum.

Donna Lee, Budget Officer

ACTION: The Committee discussed the changes it wanted to the draft memo prepared by staff and the changes were made. The memo was finalized at the meeting. Motion to approve the memo as revised (attached) by Brian Beckon and seconded by Brandy Leidgen. The next Committee meeting scheduled for April 30, 2018 was discussed and agreement was made to cancel the meeting.

DISCUSSION: The Committee and staff discussed the Committee's role as an Oversight Committee. Karan Reid, Director of Finance, explained the Committee's that Measure Q is its own fund in order to be very transparent. She also explained the Committee's role is to review expenditures and make sure the City is on track and expending funds for the purpose they were intended and if the Committee feels the City is not on track, the Committee should include that in its annual report to Council. The Committee agreed that the City is spending the funds appropriately and consistent with the ballot measure. The Committee also discussed the City's projected deficit and the need for extending Measure Q and what role Economic Development has in reducing the projected deficit. Andrea Ouse, Director of Community and Economic Development, spoke to the difficulties in depending on Economic Development to close the funding gap. She explained that her department will hold a study session on potential Economic Development and the types of revenues that could be brought in to the City at the May 8, 2018 City Council meeting.

6. **ADJOURNMENT** at 7:06 p.m.

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Proposed 2019 Schedule of Measure Q Oversight Committee Meetings

Proposed Measure Q Oversight Committee Meetings

<p>Wednesday, March 27, 2019 5:30 p.m.</p>	<ul style="list-style-type: none"> • Overview of the City of Concord's FY 2017-18 Comprehensive Annual Financial Report (CAFR) and use of Measure Q revenues • Overview of FY 2018-19 Mid-Year Operating Budget Update • Update on the City's Fiscal Stability Project • Review of proposed Measure Q Oversight Committee schedule for 2019
<p>Monday, April 22, 2019 5:30 p.m.</p>	<ul style="list-style-type: none"> • Overview of proposed FY 2019-20 and 2020-21 Biennial Operating Budget, and the use of Measure Q revenue • Discuss and formulate Committee's Recommendations and Memorandum to the City Council related to the FY 2017-18 CAFR, the proposed FY 2019-20 and 2020-21 Biennial Operating Budget and the use of Measure Q revenue
<p>Wednesday, May 1, 2019 5:30 p.m.</p>	<ul style="list-style-type: none"> • Complete and finalize Committee's Recommendations and Memorandum to the City Council related to the FY 2017-18 CAFR, the proposed FY 2019-20 and 2020-21 Biennial Operating Budget and the use of Measure Q revenue

City Council Workshop and Meetings

<p>Saturday, March 23, 2019</p>	<ul style="list-style-type: none"> • City Council Budget Goal Setting Workshop
<p>Tuesday, May 14, 2019</p>	<ul style="list-style-type: none"> • City Council FY 2019-20 and 2020-21 Operating Budget Workshop
<p>Tuesday, June 11, 2019</p>	<ul style="list-style-type: none"> • City Council Public Hearing and Adoption of FY 2019-20 and 2020-21 Operating Budget <p><i>Measure Q Committee recommendation to be presented</i></p>