



Measure Q Oversight Committee

Monday, April 18, 2016

6:30 p.m.

Garden Conference Room, Wing A
1950 Parkside Drive, Concord, CA

Roll Call

Public Comment Period

1. Approval of Minutes/Annotated Agenda of May 6, 2015
2. Welcome and Introductions – Jovan Grogan, Deputy City Manager and by Measure Q Oversight Committee Members (self-introductions)
3. Elect Chair of Measure Q Oversight Committee
4. Overview of State laws that impact appointed committee members – Susanne Brown, City Attorney
5. Review of Measure Q Committee Rules and Responsibilities – Janell Hampton, Budget Officer
6. Overview of the City of Concord's FY 2014-15 Comprehensive Annual Financial Report (CAFR)–Karan Reid, Director of Finance
7. Review of proposed Measure Q Oversight Committee Schedule for 2016 – Janell Hampton, Budget Officer

Adjournment

Public Information Contact: Sue Anne Griffin
(925) 671-3150, e-mail: sgriffin@ci.concord.ca.us

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Distribution: City Council
Valerie Barone, City Manager
Jovan Grogan, Deputy City Manager
Susanne Brown, City Attorney
Karan Reid, Director of Finance
Janell Hampton, Budget Officer
Joelle Fockler, City Clerk



Measure Q Oversight Committee

SPECIAL MEETING

Wednesday, May 6, 2015

6:15 p.m.

City Manager's Conference Room, Wing A
1950 Parkside Drive, Concord, CA

- ANNOTATED AGENDA -

The meeting was called to order by Guy Bjerke at 6:16 p.m.

ROLL CALL

Present: Brian Beckon, Guy Bjerke, Gregory Grassi, Matthew Hohenstret, Diane Sprouse

STAFF PRESENT: Jovan Grogan, Deputy City Manager; Karan Reid, Director of Finance; Victoria Walker, Director of Community & Economic Development; John Montagh, Housing & Economic Development Manager; Sue Anne Griffin, Confidential Secretary

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE: None

PUBLIC COMMENT PERIOD: None

1. Approval of Minutes/Annotated Agenda of April 29, 2015

ACTION: Minutes unanimously approved. Guy Bjerke abstained on the matter

2. Economic Development Presentation by John Montagh, Economic Development & Housing Manager

ACTION: John Montagh provided the Economic Development Surge Presentation that had been given to the City Council on March 28, 2015. John outlined how Economic Development plans to reach out to bring new businesses, jobs and revenue to Concord. The plan includes expanding and assisting our existing business base.

The goal is to fill office buildings. Concord has the most square feet in Contra Costa County. In San Francisco the prices are \$6 – 8 per square foot while Concord's are closer to \$2 per square foot. We are working to attract development in order to increase sales tax, transient occupancy tax, and property tax. Economic Development plans to be proactive and not reactive.

The outreach campaign is focused on reaching decision makers. The Downtown Specific plan represents a level of certainty to developers. There are specific sites that have been identified for developed and this program will allow it to happen. By July the City should have approval from the State to begin transferring ownership of redevelopment seized properties back to the City.

The vacated Chevron building presents an opportunity to get another single tenant or reposition it to another commercial development to market the site to move the needle in the right direction. Staff sees the site as a benefit to the general fund. Concord has BART, we are within 28 miles of U.C. Berkeley, there is an employee pool, and all of these encourage business to come to Concord.

There is currently a five level, 230 residential site at Salvio & Port Chicago Highway that is going to the Design Review Board. It is a wrap design with the garage in the center and apartments around it.

3. Staff response to follow-up items from the April 29, 2015 meeting

Karen Reid discussed State takeaways \$5M annually, totaling over \$80M and expected to continue in the future. The State shifted these funds to schools in order to balance the state budget.

The proposed list of Capital Improvement Projects (CIP) was reviewed. Chair Bjerke reminded the Committee that the goal is to determine if the Measure Q funds are being expended responsibly.

Karan said that the City is moving to two year biennial operating budget which will allow for a more robust CIP Budget process. CIP will be presented to Council on June 9.

Jovan mentioned that the last follow-up item is the draft of the Committee's draft recommendation letter to the Council.

4. Discuss Committee's Recommendations and Memorandum to the City Council related to the FY 2013/14 CAFR, the Preliminary Biennial General Fund Budget and the 10-Year Financial Forecast

- Does the FY 2013-14 Annual Audit reflect that the Measure Q tax was collected and appropriately spent?
- Does the City's proposed General Fund bi-annual budget for FY 2015-16 and FY 2016-17 protect the City's core services?
- Does the City's proposed General Fund bi-annual budget for FY 2015-16 and FY 2016-17 rebuild the City's reserves?
- Does the City's proposed General Fund bi-annual budget for FY 2015-16 and FY 2016-17 make progress toward resolving the City's structural budget deficit within the next 10-years?

There was discussion around Economic Development and the possibility of funding them more robustly as it will take time to generate results. The Committee discussed leveraging outside resources such as community organizations, non-profits, outside developers and private sector resources.

Chair Bjerke clarified that this committee makes recommendations to the City Council. Staff is recommending that Measure Q Funds be used toward maintaining facilities, including roads. The Committee may ask the Council early on to jump start Economic

Development if there is an approved opportunity. We have to grow our way out of the City's dependence on Measure Q.

Additional staffing has long-term implications and Measure Q has a limited life span and is not recurring revenue so should not be used for additional staffing.

ACTION: The Committee directed Jovan Grogan to make the following changes to their draft findings memo:

If a viable opportunity presents itself that would provide a return on investment for Economic Development, something that would increase sales tax receipts or increase property tax, Economic Development should be able to take advantage of it even if their budget, including the surge, has run out.

Jovan will make changes to the memo, it will be sent to all Committee members, and Committee members will send their input to Jovan. The final memo will go through Chair Bjerke so the memo can be presented to Council on May 12, 2015. We want to make sure the emphasis is correct. Measure Q fund priorities should be supplemental line items when it comes to generating long-term benefits, and sustainable resources.

Chair Bjerke asked that the Committee members, who could, show up to the City Council meeting on May 12.

5. Adjournment at 7:56 p.m.

Reviewed by:



Jovan Grogan, Deputy City Manager

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Distribution: City Council
Measure Q Oversight Committee
Valerie Barone, City Manager
Jovan Grogan, Deputy City Manager
Brian Libow, Interim City Attorney
Karan Reid, Director of Finance
Administrative Services

Proposed 2016 Schedule of Measure Q Oversight Committee Meetings

Proposed Measure Q Oversight Committee Meetings

<p>Monday, April 18, 2016 6:30 p.m.</p>	<ul style="list-style-type: none"> • Elect new Committee Chair • Overview of Brown Act • Overview of City's FY 2014-15 Comprehensive Annual Financial Report (CAFR) and Measure Q revenues • Review Committee Responsibilities • Review of proposed Measure Q Oversight Committee schedule for 2016
<p>Tuesday, May 17, 2016 6:30 p.m.</p>	<ul style="list-style-type: none"> • Overview of Preliminary Biennial FY 2016-17 and FY 2017-18 Proposed Capital Budget and use of Measure Q revenue • Overview of FY 2015-16 and FY 2016-17 Mid-Cycle Biennial Operating Budget Update • Update on Measure Q Revenue and Reserve Funding
<p>Tuesday, May 31, 2016 6:30 p.m.</p>	<ul style="list-style-type: none"> • Discuss Committee's Recommendations and Memorandum to the City Council related to the FY 2014-15 CAFR, the Preliminary Biennial Capital Budget, Mid-Cycle Operating Budget and the 10 Year Financial Forecast

City Council Workshop and Meetings

<p>Tuesday, May 24, 2016</p>	<p>City Council holds first budget workshop</p>
<p>Tuesday, June 14, 2016</p>	<p>City Council First Public Hearing on the Capital Budget and Mid-Cycle Operating Budget Recommendations</p> <p><i>Tentative</i> Measure Q Committee recommendation to be presented</p>
<p>Tuesday, June 28, 2016</p>	<p>City Council Capital Budget Adoption Hearing</p>