



AMENDED

(Teleconference Notice Change)

SALES TAX CITIZENS' OVERSIGHT COMMITTEE
Nick Rodriguez Community Center Conference Room
213 "F" Street

MARCH 3, 2020
6:00 P.M.

TELECONFERENCE NOTICE

Pursuant to Government Code Section 54953(b), the following Sales Tax Citizens' Oversight Committee meeting includes teleconference participation by: Committee Member, Michelle Fitzer from: Creekside Inn, 725 N. Main Street, Bishop CA. 93514, (760) 872-3044.

ROLL CALL

Committee Members: Susana Williams, Chair
Nathaniel Stubblefield, Vice Chair
Mika Bell
Kellie Farrish
Michelle Fitzer
Stephanie Whiting

Staff Liaison: Dawn Merchant, Finance Director
Nickie Mastay, Administrative Services Director

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

ITEMS:

- 1. Minutes from February 19, 2020 meeting**

Recommended Action: Motion to approve the Minutes.

2. Annual Report from Sales Tax Citizens' Oversight Committee to the Antioch City Council

Recommended Action: Finalize and approve final report to the Antioch City Council.

PUBLIC COMMENTS—Only unagendized issues will be discussed during this time

WRITTEN/ORAL COMMUNICATIONS

MOTION TO ADJOURN: *After Written/Oral Communications, the Chair will make a motion to adjourn the meeting. A second of the motion is required, and then a majority vote is required to adjourn the meeting.*

Notice of Availability of Reports

This agenda is a summary of the discussion items/actions proposed to be taken by the Sales Tax Citizens' Oversight Committee. Materials provided regarding the agenda items will be available at the following website: <https://www.antiochca.gov/government/agendas-and-minutes/sales-tax-citizens-oversight-committee/> or at the City of Antioch Finance Department located on the 1st floor of City Hall, 200 H Street, Antioch, CA 94509, Monday through Friday, for inspection and copying (for a fee). Copies are also made available at the Antioch Public Library for inspection.

Notice of Opportunity to Address the Committee

The public has the opportunity to address the Committee on each agenda item. To address the Committee, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. This will enable us to call upon you to speak. Each speaker is limited to not more than 3 minutes. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section on the agenda. No one may speak more than once on an agenda item or during "Public Comments".

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@ci.antioch.ca.us.

PLEASE TURN OFF CELL PHONES BEFORE ENTERING THE NICK RODRIGUEZ COMMUNITY CENTER CONFERENCE ROOM.

SALES TAX CITIZENS' OVERSIGHT COMMITTEE

Regular Meeting
6:00 P.M.

February 19, 2020
Nick Rodriguez Community Conference Room

Susana Williams called the meeting to order at 6:00 P.M. and Administrative Services Director Mastay called the roll.

ROLL CALL

Committee Members:

Present:

Susana Williams, Chair
Nathaniel Stubblefield, Vice Chair
Mika Bell
Michelle Fitzer

Absent:

Kellie Farrish, Stephanie Whiting

Staff Liaison:

Dawn Merchant, Finance Director
Nickie Mastay, Administrative Services Director

PLEDGE OF ALLEGIANCE

Susana Williams led the Pledge of Allegiance.

PUBLIC COMMENTS – None

ITEMS

1. A) MINUTES FROM DECEMBER 9, 2019 MEETING

On motion by Committee Member Michelle Fitzer, seconded by Committee Member Mika Bell the Sales Tax Citizens' Oversight Committee unanimously approved the Minutes of December 9, 2019. (Vote 4 – 0).

B) MINUTES FROM FEBRUARY 10, 2020 MEETING (*No Quorum*)

On motion by Committee Member Michelle Fitzer, seconded by Committee Member Mika Bell the Sales Tax Citizens' Oversight Committee unanimously approved the Minutes of February 10, 2020. (Vote 4 – 0).

2. REORGANIZATION OF THE COMMITTEE

Motion by Committee Member Mika Bell to postpone this item to the first meeting held in the new fiscal year, seconded by Vice Chair Nathaniel Stubblefield. (Vote 4-0)

3. MEASURE C AND MEASURE W FINANCIAL INFORMATION

Dawn Merchant, Finance Director gave an update on Measure C and Measure W Funds. Susana Williams, Chair of the Committee asked what is the end date of their report. Dawn Merchant, Finance Director stated December 31, 2019. The Finance Director recommended to the Committee that if they state that although \$19,671 of Measure C funds was received in FY2019/20 this was for the prior year and would close out Measure C.

Motion by Committee Member Mika Bell to receive and file written report, seconded by Vice Chair Nathaniel Stubblefield. (Vote 4-0)

4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Dawn Merchant, Finance Director stated to the committee members that there is a footnote for the Measure as of June 30, 2019. The Finance Director referred the committee members to page 99 for Measure C and Measure W revenue, page 101 for public safety expenditures, page 102 for code enforcement expenditures, page 58 and page 59 for Note 5 – Measure C and Measure W Sales Tax of the Comprehensive Annual Financial Report (CAFR)

Motion by Committee Member Michelle Fitzer to receive and file written report, seconded by Committee Member Mika Bell. (Vote 4-0)

5. ANNUAL REPORT FROM SALES TAX CITIZENS' OVERSIGHT COMMITTEE TO THE ANTIOCH CITY COUNCIL

Susana Williams, Chair of the Committee asked when are the deadlines. Dawn Merchant, Finance Director, stated that the report is due to City Council by April 1, 2020 and that there is a March 24, 2020 City Council meeting and a March 10, 2020 City Council meeting. For the March 24, 2020 City Council meeting the report is due to the City Clerk on March 18, 2020. For the March 10, 2020 City Council meeting the report is due to the City Clerk on March 4, 2020. It is up to the committee which meeting they would like to present the report.

There was consensus among the Committee Members to present their report to City Council on March 24, 2020. The Committee Members decided they like the prior year's format of the report presented to City Council. There was consensus that Susana Williams and Mika Bell would be the sub-committee members to prepare the draft report. The Committee Members decided that they would meet on March 3, 2020 at 6pm to review, edit and finalize the report. Dawn Merchant, Finance Director, will check room availability.

6. FUTURE MEETING DATE

The Committee Members discussed and determined the next meeting date is March 3, 2020 at 6pm

PUBLIC COMMENTS – None

WRITTEN/ORAL COMMUNICATIONS – None

ADJOURNMENT

Committee Member Michelle Fitzer with unanimous concurrence by Committee Members moved to adjourn at 6:29 P.M.

Respectfully submitted:

Nickie Mastay

Nickie Mastay, Administrative Services Director

DRAFT