



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

**MARCH 13, 2019**  
**6:00 P.M.**

**ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

**ITEMS:**

**1. Minutes from February 6, 2019 meeting**

Recommended Action:      Motion to approve the Minutes

**STAFF REPORT**

**2. Minutes from March 4, 2019 meeting (*No Quorum*)**

Recommended Action:      Motion to approve the Minutes

**STAFF REPORT**

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

Recommended Action:

- a) Discuss draft reports (two templates) prepared by sub-committee
- b) Approve final report to be presented at March 26, 2019 City Council meeting

**STAFF REPORT**

**STAFF REPORT**

**4. Committee Communication**

## **PUBLIC COMMENTS**

## **WRITTEN/ORAL COMMUNICATIONS**

## **ADJOURNMENT**

### **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 1<sup>st</sup> 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. The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7009 or TDD (925) 779-7081.

### **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".

***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 6, 2019  
Police Department Community Room**

Michelle Fitzer called the meeting to order at 6:08 P.M. and Administrative Services Director Mastay called the roll.

## **ROLL CALL**

Committee Members:

Present:

Mika Bell  
Kellie Farrish  
Michelle Fitzer  
Nikki Greer Hermeth

Absent:

Susana Williams, Nathaniel Stubblefield, Stephanie Whiting

Staff Liaison:

Dawn Merchant, Finance Director  
Nickie Mastay, Administrative Services Director

## **PLEDGE OF ALLEGIANCE**

Dawn Merchant led the Pledge of Allegiance.

**PUBLIC COMMENTS** – None

## **ITEMS**

### **1. MINUTES FROM DECEMBER 3, 2018 MEETING**

On motion by Committee Member Nikki Greer Hermeth, seconded by Committee Member Mika Bell, the Sales Tax Citizens' Oversight Committee unanimously approved the Minutes of December 3, 2018. (Vote 4 – 0)

### **2. MEASURE C FINANCIAL INFORMATION**

Finance Director Merchant presented the staff report dated February 6, 2019 recommending the Sales Tax Citizens' Oversight Committee receive and file report.

On motion by Committee Member Kelli Farrish, seconded by Committee Member Mika Bell, the Sales Tax Citizens' Oversight Committee unanimously received the report. (Vote 4 – 0)

### **3. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**#1**

**3-13-19**

Finance Director Merchant presented the staff report dated February 6, 2019 recommending the Sales Tax Citizens' Oversight Committee receive the report. Finance Director Merchant guided the committee to pages 101, 102 and 47 of the Comprehensive Annual Financial Report (CAFR) that showed the Measure C revenue, expenses and carry over. Committee Member Kelli Farrish asked how do the auditors know the number are correct? Finance Director Merchant explained that as an example the auditors will check with the State to verify the sales tax number the City is reporting is the number from the State. The auditors will verify the property tax with the County and that the auditors will also check for fraud.

On motion by Committee Member Mika Bell, seconded by Committee Member Nikki Greer Hermeth, the Sales Tax Citizens' Oversight Committee unanimously received the report. (Vote 4 – 0)

#### **4. ANNUAL REPORT FROM SALES TAX CITIZENS' OVERSIGHT COMMITTEE TO THE ANTIOCH CITY COUNCIL**

Finance Director Merchant presented the staff report dated February 6, 2019 recommending the Sales Tax Citizens' Oversight Committee create a sub-committee of no more than three members to prepare a draft report to be brought back to full Committee for review, edits and finalization. Finance Director Merchant stated that the report is their report, from them not from Finance Director Merchant or Administrative Services Director Mastay. Committee Member Michelle Fitzer stated that Chair Susana Williams has a good template from last year and mentioned that the Committee direction is to check the revenues and expenses and determine if the expenses are spent according to Council direction. Nikki Greer Hermeth asked how many meetings does the sub-committee have? Committee Member Michelle Fitzer stated that when she was on the sub-committee that they met once and that the prior year the sub-committee may have met twice. Finance Director Merchant stated that how many times the sub-committee meets is up to them. Committee Member Michelle Fitzer stated that the report showed how much money came in and how it was spent and they used tangible measures similar to last year's report (attached to Item #4 staff report). Committee Member Michelle Fitzer then asked if there were any volunteers to help Chair Susana Williams and also asked when the report is due. Finance Director Merchant stated that the report is due at least one to one and one half weeks before March 6, 2019. Finance Director Merchant then stated she could email everyone to confirm a date for the next meeting. Committee Member Michelle Fitzer indicated Chair Susana Williams interest to be on the sub-committee and they can talk about if they like the same format as last year. Finance Director Merchant mentioned that the Committee can task Chair Susana Williams to prepare draft report to mirror last year's format. Committee Member Mika Bell stated she liked the layout and that it is straight forward. Committee Member Kelli Farrish concurred with Committee Member Mika Bells comments. Committee Member Michelle Fitzer asked the group if they wanted to keep the Measure C Impact components and the 4 Committee Members present concurred that they should keep the Measure C Impact components. Committee Member Fitzer then asked if they wanted to keep the Closing Consideration component. Committee Member Nikki Greer Hermeth asked with the passage of Measure W that goes for 20 years, does this eliminate this slide.

Committee Member Michelle Fitzer stated that this would eliminate this slide. Committee Member Mika Bell wanted to include the changes from old Measure C to new Measure W, the 4 Committee Member present concurred that they should include the changes from old Measure C to new Measure W. Committee Member Michelle Fitzer stated that the slide could read... In closing the Committee looks forward to evaluating the Measure and its allocation as determined by City Councils budget direction. Committee Member Michelle Fitzer asked Finance Director Merchant if she can ask the other 2 members not present (Committee Members Nathaniel Stubblefield and Stephanie Whiting) if they want to volunteer for the sub-committee. Committee Member Michelle Fitzer then asked when the Committee should have their next meeting. Finance Director Merchant stated she would send an email to the Committee Members to see what date would have a quorum and if the room is available. Committee Member Mika Bell mentioned the last week in February except for Tuesday. Committee Member Michelle Fitzer stated they may have to go to the March 26, 2019 meeting of the Council because the first meeting in March deadline might be tight. Committee Member Nikki Greer Hermeth stated she may be able to fit a meeting in the final week in February. Committee Member Michelle Fitzer mentioned that there is one on the sub-committee and that Finance Director Merchant will follow up.

**5. COMMITTEE COMMUNICATION – None**

**6. FUTURE MEETING DATE**

Following discussion, Finance Director Merchant will contact the Committee Members to determine the next meeting date and check availability of the Antioch Police Department Community Room.

**PUBLIC COMMENTS – None**

**WRITTEN/ORAL COMMUNICATIONS - None**

**ADJOURNMENT**

Committee Member Michelle Fitzer with unanimous concurrence by Committee Members moved to adjourn at 6:40 P.M.

Respectfully submitted:

*Nickie Mastay*

Nickie Mastay, Administrative Services Director

# SALES TAX CITIZENS' OVERSIGHT COMMITTEE

Regular Meeting  
6:00 P.M.

March 4, 2019  
Police Department Community Room

## ROLL CALL:

Committee Members Present: Susana Williams, Chair  
Nathaniel Stubblefield, Vice Chair  
Mika Bell

Committee Members Absent: Kellie Farrish  
Michelle Fitzer  
Nikki Greer Hermeth  
Stephanie Whiting

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

Due to the lack of a quorum, the Sales Tax Citizens' Oversight Committee meeting disbursed at 6:25 P.M.

Respectfully submitted:

*Nickie Mastay*

Nickie Mastay, Administrative Services Director

**MEASURE C  
SALES TAX  
CITIZENS' OVERSIGHT  
COMMITTEE  
5<sup>TH</sup> ANNUAL REPORT**

**FISCAL YEAR ENDED JUNE 30, 2018**

**SUBMITTED TO ANTIOCH CITY COUNCIL**

**MARCH 26, 2019**

**#3 (Template 1)**  
**3-13-19 |**

# **SALES TAX CITIZENS' OVERSIGHT COMMITTEE RESPONSIBILITIES**

- **Sec. 3-5.416 Citizens Oversight Committee**

A Citizens' Oversight Committee shall be established to review the receipt and expenditure of the revenue from this transactions and use tax, including the annual auditor's report. The Committee's review shall be completed in conjunction with the City's budget process.

The Committee's report on its review, whether oral or written, shall be considered by the City Council at a public meeting. Any written report shall be a matter of public record.

The Committee shall consist of seven members who shall be Antioch residents. The terms of the Committee members may be staggered but no term shall be less than two years. The City Council may adopt a resolution regarding the appointment of the Committee members and more specific duties of the Committee.



# **SALES TAX CITIZENS' OVERSIGHT COMMITTEE REPORT**

- Reviewed available documents supporting such receipts and payments as required by the City Council's Resolution No. 2013/73 for the fiscal year ending June 30, 2018
- Based on our review, we can ascertain that all Measure C monies are being properly accounted for and meet the objectives of this Measure

# RECEIPTS & CARRYOVER FOR FY 2018

- Total Measure C funds received for Fiscal Year 2018 was \$6,869,294
- There was a carryover of Measure C monies from the prior fiscal year of \$2,947,925
- Total available Measure C funds for fiscal year 2018 were \$9,817,219
- *Note: All amounts rounded to the nearest whole number*

# FISCAL SUMMARY 2018

	<b>FY 17 Carryover</b>	<b>2018 Receipts</b>	<b>2018 Expenditures</b>	<b>Balance</b>
Police	\$2,947,925	\$6,417,333	\$8,566,802	\$798,456
Code Enforcement	\$0	\$451,961	\$451,961	\$0
Total	\$2,947,925	\$6,869,294	\$9,018,763	\$798,456

- *Note: All amounts rounded to the nearest whole number*

## MEASURE C IMPACT PUBLIC SAFETY

- As of the writing of this report, the City has hired 64 sworn Police Officers since the inception of Measure C in 2014
- Net gain of 19 sworn Police Officers
- Currently, the City has 101 sworn Officers, 3 Code Enforcement Officers and a 2 person Abatement Team

# MEASURE C IMPACT

## PUBLIC SAFETY CONTINUED

- The City continues its active Vehicle Abatement Program with 1600 vehicles removed from the streets in 2018.
- Reduction of Part 1 Crime for the 6<sup>th</sup> consecutive year. “Part 1 Crimes” are those which we are mandated to report to the FBI under our Unified Crime Reporting (UCR).

Source: City of Antioch – Chief of Police

# **PART 1 CRIMES INCLUDE:**

## Violent Crimes

Homicide

Rape

Robbery

Aggravated (Felony) Assault

## Property Crimes

Burglary

Larceny

Auto Theft

Arson (is categorized separately)

# MEASURE C IMPACT CODE ENFORCEMENT FY 2018

- 4879 Code Enforcement cases opened in 2018
  - 921 cases opened in 2017
- 4245 cases closed in 2018
  - 884 cases closed in 2017
- 6,103 cubic yards of blight and rubbish abated in 2018
  - 4,577 cubic yards in 2017
- 1,897 shopping carts abated in 2018
  - 1,877 shopping carts in 2017

Source: CRW – Abatement Team Daily Logs

## IN CLOSING

Measure W was approved by the voters in November 2018 which increases the tax to 1% and extends for 20 years. We look forward to evaluating the measure and allocations as determined by City Council.





# **MEASURE C SALES TAX CITIZENS' OVERSIGHT COMMITTEE 5<sup>th</sup> ANNUAL REPORT**

FISCAL YEAR ENDED JUNE 30, 2018

SUBMITTED TO ANTIOCH CITY COUNCIL

March 26, 2019

**#3 (Template 2)**  
**3-13-19**

# SALES TAX CITIZENS' OVERSIGHT COMMITTEE RESPONSIBILITIES

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## MEASURE C IMPACT PUBLIC SAFETY

### Continued

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