

COMMITTEE MEMBERS  
Carlyn S. Obringer, Chair  
Timothy A. McGallian, Committee Member

Civic Center  
1950 Parkside Drive  
Concord, CA 94519  
[www.cityofconcord.org](http://www.cityofconcord.org)



**Regular Meeting of  
the  
Policy Development &  
Internal Operations  
Committee**

Wednesday,  
April 10, 2019

6:30 p.m.

Garden Conference  
Room, Wing A  
1950 Parkside Drive

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**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. **Considering** – the proposed FY 2019-20 and 2020-21 City Council Services Program Budget. **Report by Joelle Fockler, City Clerk.**
- b. **Considering** – options and costs for providing additional support to councilmembers on scheduling. (No staff report, information to be provided verbally at the meeting) **Report by Valerie Barone, City Manager.**
- c. **Considering** – options and costs for creating a fund that can support special events (No staff report, information to be provided verbally at the meeting). **Report by Valerie Barone, City Manager.**
- d. **Considering** – community outreach and the role of townhalls/community meetings (No staff report, information to be provided verbally at the meeting). **Report by Valerie Barone, City Manager.**

#### **4. ADJOURNMENT**

Next Meeting: Special Meeting

Date: 4/15/2019 6:30 PM

#### **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  
Joelle Fockler, City Clerk



## **Staff Report**

**Date:** April 10, 2019

**To:** Council Committee on Policy Development and Internal Operations

**From:** Valerie J. Barone, City Manager

**Reviewed by:** Kathleen Tropa, Assistant City Manager

**Prepared by:** Joelle Fockler, MMC, City Clerk  
[Joelle.fockler@cityofconcord.org](mailto:Joelle.fockler@cityofconcord.org)  
(925) 671-3390

**Subject:** **Considering the proposed FY 2019-20 and 2020-21 City Council Services Program Budget**

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### **Report in Brief**

This report reviews the proposed FY 2019-20 and 2020-21 City Council annual organizational memberships and conference attendance budget. After input from the Committee, these budget line items are incorporated into the draft budget that goes before the City Council.

### **Recommended Action**

Review and provide input on the proposed budget for City Council activities for FY 2019-20 and FY 2020-21.

### **Background**

It has been the City Council's practice for the Council Committee on Policy Development & Internal Operations to review the proposed budget for the City Council at the start of each budget cycle. The Council Committee members are asked to review the proposed costs in the Supplies; Dues, Memberships, and Subscriptions; and Meetings and Trainings accounts for FY 2019-20 and FY 2020-21. Detailed budget information is provided on Attachment 1.

### **Analysis**

Most costs associated with the City Council program are fixed (such as Council salaries and benefits); however, there are three areas where Council has discretion: Supplies; Dues, Membership, and Subscriptions; and Meetings and Trainings.

- Supplies is budgeted at \$9,000 for both FY19-20 and FY 20-21 and was increased by \$1,000 from FY 2018-19.
- Dues, Memberships, and Subscription includes membership to the Contra Costa County Mayors' Conference, League of California Cities, Association of Bay Area Governments (ABAG), and the National League of Cities. Typically, membership dues are adjusted each year by the organization, usually upwards 3-5%. The total amount for memberships is \$71,950 for FY 19-20 and \$75,620 for FY 20-21.
- Meetings and Trainings is budgeted at \$36,300 for both FY 19-20 and FY 20-21 and was not increased from FY 18-19. This account includes regularly scheduled attendance at the monthly Mayor's Conference, hosting the Mayor's Conference every 18 months (August 2020), and anticipated attendance at annual conferences and committee meetings for the League of California Cities and National League of Cities.

#### **Financial Impact**

The City Council program budget for Supplies; Dues, Memberships, and Subscriptions, and Meetings & Training for FY 19-20 is \$117,250 and \$120,920 for FY 20-21.

#### **Public Contact**

The Agenda was posted and distributed as is standard for Council Committee meeting notification. Copies of the report were distributed to all Councilmembers.

#### **Attachment**

1. City Council Services Budget Comparison  
(FY 2019-20 through FY 2020-21)

**CITY COUNCIL SERVICES**  
**Operating Budget Comparison**  
**FY 2018-19 through FY 2020-21**

	FY 2019 Adjusted Budget	FY 2020 Proposed Budget	Change (\$)	Change (%)	FY 2021 Proposed Budget	Change (\$)	Change (%)
Association of Bay Area Governments (ABAG)	24,210	26,800	2,590	10.7%	28,200	1,400	5.2%
CCC Mayors Conference	0	5,000	5,000		5,250	250	5.0%
League - East Bay Division	0	400	400		420	20	5.0%
League of CA Cities	26,842	31,000	4,158	15.5%	32,550	1,550	5.0%
National League of Cities	9,867	8,750	(1,117)	-11.3%	9,200	450	5.1%
Misc	10,333	0	(10,333)		0	0	0.0%
<b>Dues, Memberships, Subscriptions</b>	<b>71,252</b>	<b>71,950</b>	<b>698</b>	<b>1.0%</b>	<b>75,620</b>	<b>3,670</b>	<b>5.1%</b>
Boards & Commission Dinner - Catering	0	4,300	4,300		4,300	0	0.0%
Contra Costa County Mayors Conference	2,000	0	(2,000)		0	0	0.0%
Contra Costa County Mayors Conference (Monthly Mayor/CM Meetings)	1,200	2,000	800	66.7%	2,000	0	0.0%
Council Reorg	0	3,000	3,000		3,000	0	0.0%
Greater Concord Chamber of Commerce (State of City and Meeting throughout the year)	2,500	300	(2,200)	-88.0%	300	0	0.0%
League - East Bay Extra Meals	0	500	500		500	0	0.0%
League of CA Cities (2 Conferences)	2,600	2,700	100	3.8%	2,700	0	0.0%
Miscellaneous Meetings, Training and Travel	10,000	14,500	4,500	45.0%	14,500	0	0.0%
National League of Cities - Training and Travel (2 Conferences)	9,000	9,000	0	0.0%	9,000	0	0.0%
<b>Meetings &amp; Training</b>	<b>36,300</b>	<b>36,300</b>	<b>0</b>	<b>0.0%</b>	<b>36,300</b>	<b>0</b>	<b>0.0%</b>
Boards & Commission Dinner Supplies / Not Catering	0	800	800		800	0	0.0%
Misc Supplies	8,000	8,200	200	2.5%	8,200	0	0.0%
<b>Supplies</b>	<b>8,000</b>	<b>9,000</b>	<b>1,000</b>	<b>12.5%</b>	<b>9,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>115,552</b>	<b>117,250</b>	<b>1,698</b>	<b>1.5%</b>	<b>120,920</b>	<b>3,670</b>	<b>3.1%</b>