

CORONAVIRUS (COVID-19) ADVISORY

IMPORTANT INSTRUCTIONS ON HOW TO PARTICPATE AND WATCH THE HERCULES CITY COUNCIL AND COMMISSION MEETINGS

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

Under the Governor's Executive Order N-25-20, this meeting may utilize teleconferencing or other virtual meeting platforms. Pursuant to the Governor's Executive Order N-25-20, teleconferencing restrictions of the Brown Act have been suspended.

Beginning with the April 14, 2020 Hercules City Council meeting, the City Council and Commissions will conduct its meeting utilizing ZOOM.

DUE TO THE SHELTER IN PLACE ORDERS AND PURSUANT TO EXECUTIVE ORDER N-25-20, direct public attendance or participation at council meetings has been suspended and the Council Chambers will be closed to the general public. The Commission and staff will participate virtually through the ZOOM application. The Zoom Meeting ID and Password are listed on the agenda cover page to allow the public to attend and watch the meeting as an attendee. The public may log into the Zoom meeting to provide their public comment virtually. All virtual comments are allowed up to 3 minutes to relay their message or concern. All virtual public comments are recorded and become part of the public record.

Individuals wishing to address the Commission as part of the Zoom meeting are asked to provide the following information:

1. (Optional) - Name, address and contact information of person providing comments.
2. General topic or agenda item you wish to comment on.

We are happy to accommodate written public comments. Public Comment will be accepted by email to dortega@ci.hercules.ca.us by 5:00 p.m. on the meeting date will be read into the record during public comment. Additional ways to provide your public comment is to mail your comment to City of Hercules, ATTN: Finance Commission – Public Comment (Meeting Date), 111 Civic Drive, Hercules, CA 94547 via USPS in time to reach the City no later than 5:00 p.m. on the day of the meeting or by telephone by calling **(510) 799-8223** no later than 5:00 p.m. on the meeting date. All comments received by 5:00 p.m. on the meeting date will be available after the meeting as supplemental materials and will become part of the official meeting record. The City cannot guarantee that its network and/or the site will not be uninterrupted. To ensure that the Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting by 5:00 p.m. on the day of the Commission meeting. The public is invited to attend the zoom meeting as an attendee if they wish to watch the meeting live. Please refer to agenda cover for Zoom meeting information.

Individuals wishing to address the Commission are asked to provide the following information:

1. Subject Line to contain the words "PUBLIC COMMENTS"
2. (Optional) - Name, address and contact information of person providing comments.
3. General topic or agenda item you wish to comment on.

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Wednesday, March 16, 2022

7:00 PM

Zoom Meeting ID: 853 2324 1213

Zoom Passcode: 206343

Zoom Phone Number: 1-929-205-6099

Finance Commission

Chair Andrew Gabriel
Vice Chair Edward Ulle
Commissioner Lori Risby
Commissioner Orit Samson
Commissioner Dennis Esselsagoe

I. CALL TO ORDER - ROLL CALL**II. PLEDGE OF ALLEGIANCE****III. INTRODUCTIONS/PRESENTATIONS**

1. [22-052](#) **Introduction and Oath of Office for the Newly Appointed Finance Commissioner Member Dennis Esselagoe, and Re-Appointed Finance Commissioner Lori Risby**

Attachments: [Oath of Office Statement - 031622 - Risby, Lori - Finance Commission.doc](#)
[Oath of Office Statement - 031622 - Esselsagoe, Dennis - Finance Commission.doc](#)

2. [22-054](#) **Election of Chair and Vice Chair**
Recommendation: Nominate and appoint a Chair and Vice Chair for 2022 by majority vote.

IV. AGENDA ADDITIONS/DELETIONS**V. PUBLIC COMMUNICATIONS****VI. DIRECTOR REPORT**

Disbursement List is located at <http://www.ci.hercules.ca.us>. Click on Departments and Services. Click on Finance. Click on Disbursement List.

1. [22-097](#) **FY 2020-21 Annual Comprehensive Financial Report and Other Regulatory Financial Reports**

Attachments: [Staff Report - FY 20-21 Annual Audit.docx](#)
[Attach 1 - 2021_Hercules_ACFR_Communications with Govern at Conclusion Letter \(1\).pdf](#)
[Attach 2 - 2021_Hercules_ACFR_FINAL_012022 \(5\).pdf](#)
[Attach 3 - 2021_Hercules_PFA_FINAL Report.pdf](#)
[Attach 4 - 2021_Hercules_Wastewater_FINAL Report \(1\).pdf](#)
[Attach 5 - 2021_Hercules_Measure B_FINAL Report.pdf](#)
[Attach 6 - 2021_Hercules_Measure C_FINAL Report.pdf](#)
[Attach 7 - 2021_Hercules_GANN_FINAL Report.pdf](#)

2. [22-096](#) **FY 2021-22 Mid-Year Budget Review and Miscellaneous Mid-Year Budget Appropriations and Adjustments**

Attachments: [Staff Report - FY 21-22 Mid-Year Budget Update FC.docx](#)
[Attach 1 - Staff Report - FY 21-22 Mid-Year Budget Update - 02-22-2022.pdf](#)
[Attach 2 - Proposed Budget Amendment, as revised.pdf](#)
[Attach 3 - General Fund Summary.pdf](#)
[Attach 4 - General Fund Summary of One-Time Revenues and Expenditures.pdf](#)
[Attach 5 - General Fund FY 20-21 Available Fund Balance Calculation.pdf](#)
[Attach 6 - List of Projects Funded by ARPA funds.docx](#)

3. [22-099](#) **Measure B & C Year-to-Date Revenue Report through 02/23/2022**

Attachments: [Measure B & C Revenue Report for the Period Ending February 2022.pdf](#)

VII. CONSENT CALENDAR

1. [22-098](#) **Minutes**

Recommendation: Approve the Finance Commission minutes of November 17, 2021.

Attachments: [Minutes - FC Minutes 11172021.rtf](#)

VIII. DISCUSSION AND/OR ACTION ITEMS

1. [22-095](#) **Receive the Agreed-Upon Procedures (AUP) Report on Measures B and C for Fiscal Year End June 30, 2021.**

Recommendation: Receive and review the report.

Attachments: [Staff Report - Measure B and C Agreed-Upon-Procedures \(AUP\).docx](#)
[Attach 1 - 2021_Hercules_Measure B Report.pdf](#)
[Attach 2 - 2021_Hercules_Measure C Report.pdf](#)

IX. COMMISSIONER REPORTS AND ANNOUNCEMENTS

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, May 18, 2022 at 7:00 p.m. in the Council Chambers.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports from the City's website at www.ci.hercules.ca.us and can receive e-mail notification of agenda postings by signing up to receive an e-notice from the City's website. Agendas and staff reports may also be obtained by contacting the Administrative Services Department at (510) 799-8215.

Posted: March 9, 2022

THE COMMISSION ADHERES TO THE FOLLOWING POLICIES, PROCEDURES AND REGULATIONS REGARDING COMMISSION MEETINGS

SPECIAL ACCOMODATIONS: In compliance with the Americans with Disabilities Act, if you require special accommodations to participate at a commission meeting, please contact the City Clerk at 510-799-8215 at least 48 hours prior to the meeting.

AGENDA ITEMS: Persons wishing to add an item to an agenda must submit the final written documentation 12 calendar days prior to the meeting. The City retains the discretion whether to add items to the agenda. Persons wishing to address the Commission otherwise may make comments during the Public Communication period of the meeting.

AGENDA POSTING: Agendas of regular commission meetings are posted at least 72 hours prior to the meeting at City Hall, the Hercules Swim Center, Ohlone Child Care Center, and on the City's website (www.ci.hercules.ca.us),

PUBLIC COMMUNICATIONS: Persons who wish to address the Commission should complete the speaker form prior to the Commission's consideration of the item on the agenda.

Anyone who wishes to address the Commission on a topic that is not on the agenda and is relevant to the Commission should complete the speaker form prior to the start of the meeting. Speakers will be called upon during the Public Communication portion of the meeting. In accordance with the Brown Act, the Commission may not take action on items not listed on the agenda. The Commission may refer to staff any matters brought before them at this time and those matters may be placed on a future agenda.

In the interests of conducting an orderly and efficient meeting, speakers will be limited to three (3) minutes.

Anyone may also submit written comments at any time before or during the meeting.

Written and oral comments become part of the public record. Oral comments are summarized in the minutes of the commission's meeting.

CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Commission or a member of the public prior to the time the Commission votes on the motion to adopt.

COMMISSIONER REPORTS AND ANNOUNCEMENTS: This is the time for brief announcements by commissioners on issues of interests to the community. In accordance with provisions of the Brown Act, matters which do not appear on the agenda, but require Commission discussion may be either (a) referred to staff or other resources for factual information or (b) placed on a future meeting agenda.

LEGAL CHALLENGES: If you challenge a decision of the Commission in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered at, or prior to, the meeting. Actions challenging Commission decisions shall be subject to the time limitations contained in Code of Civil Procedure Section 1094.6.