



STAFF REPORT TO THE FINANCE COMMISSION

DATE: Regular Meeting of March 21, 2019

TO: Members of the Finance Commission

SUBMITTED BY: David Biggs, City Manager
Edwin Gato, Finance Director

SUBJECT: Commission Meeting Day and Frequency

RECOMMENDED ACTION: Discuss possible change of meeting day and frequency of meetings, and make recommendation to the City Council in regard to same.

FISCAL IMPACT OF RECOMMENDATION: None as a result of this item.

DISCUSSION: During 2018 and in 2019, the Commission discussed possibly shifting its regular meeting date from the 4th Monday of the month to another day. This was suggested by staff as often the City Council meeting occurs the next day, and it makes it difficult for the Commission to provide timely input to the City Council. In addition, back to back meetings sometimes represent a hardship for staff and the Council Liaisons. The following possible opportunities exist to shift the meetings to a day when there is not a conflict in regard to Council Chamber availability, to avoid back-to-back meetings to greatest extent possible; and to allow for the Commissions input to be incorporated into staff reports going to the City Council:

- 1st Wednesday
- 3rd Wednesday

The first, third, or fourth Thursday may be a possibility, as the Fire Board meets in the Council Chambers on 2nd Thursday. With City Hall closed on Fridays, Thursday evenings may not be optimal and would also not allow for Commission input to be incorporated into staff reports for the next Council meeting.

As discussed at the last meeting, the City Council made a referral to the Finance Commission to possibly consider going to a quarterly meeting schedule. In 2018, the Commission did cancel 4 meetings, and they conducted 3 special meeting, two in conjunction with the budget and one for the Cost Allocation Plan. If you consider the annual financial cycle for the City, a January, April, July, and October schedule would work, with at least one special meeting in May or June in regard to the Budget. Other special meetings could be called as needed.

Should the Commission reach a consensus as to a new meeting day, and a reduced regular meeting schedule, this would be incorporated into an amendment to that section of the Municipal Code in regard to the Finance Commission for possible action by the City Council.

ATTACHMENTS:

1. 2019 City of Hercules Meeting Schedule

<i>Financial Impact</i>			
Description:			
Funding Source: General Fund (Fund 100)			
Budget Recap:			
Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change: Yes <input type="checkbox"/> No <input type="checkbox"/>			