

March 29, 2019

City of Hercules
Attn: Lori Martin
Administrative Services Director/City Clerk
111 Civic Drive
Hercules, CA 94547

Dear Ms. Martin

I am in receipt of your letter dated March 25, 2019 regarding my attendance requirements for the Finance Commission meetings. I am requesting a waiver from the Council Resolution No. 10-068 Section E. It is my sincere intention to continue serving as a Commissioner for the City of Hercules. The reasons for the absences are as follows;

- On May 14, 2018 - was due to a health-related issue which cause me not to be available for the meeting.
- On January 14, 2019 - was due to miscommunication with the City of Hercules administration office and me. I received an email notice in December requesting if I would be willing to change the date for January's meeting to which I agreed. However, I never received confirmation that the meeting was changed. I visited the website several times and it had the original meeting date of January 25. Therefore, I showed up for the meeting on January 25 to a dark room.
- On March 21 - was an oversight on my part, I had a conflict with my schedule and unfortunately, I did not make it to Hercules until after 7pm.

Also, during this time period, I had problems with accessing my City of Hercules emails. I believe this problem is completely resolve. I am asking that I remain on this committee to serve out my term because I believe I can office great insight for the City of Hercules.

If you decide to honor my request, I also ask that the City Clerk office provide the documents for the meetings at least a week in advance instead of a weekend. I tend to have previous obligations and I would like to prioritize reviewing these documents in order to offer advice to the City Council.

Thank you for the opportunity to respond to this request and I look forward to your response.

Regards,



Lori A. Risby, CPA