



City of Hercules

111 Civic Drive
Hercules, CA 94547

Meeting Minutes

Finance Commission

Stanley Tom, Chair
Paul Freese, Vice Chair
Mindy Charlup, Commissioner
Zania Harris, Commissioner
J. Yamamoto, Commissioner

Thursday, October 19, 2017

7:00 PM

Council Chambers

Special Meeting

I. CALL TO ORDER - ROLL CALL

Meeting was called to order at 7:00 p.m. by Chairperson Tom.

Stanley Tom, Chairperson – Present
J. Yamamoto, Commissioner – Present
Paul Freese, Vice-Chair, Absent
Zania Harris, Commissioner - Present

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTIONS/PRESENTATIONS - NONE

IV. AGENDA ADDITIONS/DELETIONS - NONE

V. PUBLIC COMMUNICATIONS - NONE

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.Cash and Cash Equivalent Report- Negative balances for several Grant Funds (Fund 340, 341, 342) did not change from previous month because of the timing for submitting or receiving reimbursements.
- 2.Cost Allocations study kick off: Expect study to be completed by January and will have presentation on results to Finance Commission in February/March 2018.

- 3.The Interim Audit was completed. The first phase of Annual Audit is progressing as planned and auditors will return of the week of October 30th.
- 4.Business License website will be implemented sometime in January 2018 to enable business license owners to renew their license online.

VII. CONSENT CALENDAR –

Finance Commission meeting minutes from 09/14/17 approved.

(Motion: Commissioner Yamamoto, Second Commissioner Harris, Pass 3-0. (Ayes: Chairman Tom, Commissioner Harris and Commissioner Yamamoto).

VIII. DISCUSSION AND/OR ACTION ITEMS

1. Commissioner Yamamoto provided an update on the Parks and Recreation sub-committee.
 - a.The Sub-Committee held an initial meeting with City Manager Biggs, Director Roke, and Director To.
 - b.The Sub-Committee received Parks and Recreation data from Hercules, Pinole, San Pablo, and Martinez from former Commissioner Charlup. Chairperson Tom will review the data.
 - c.Director To will provide the Sub-Committee with account level details for Parks and Recreation for two previous fiscal years so that the Sub-Committee can do a trend analysis.
 - d.Director Roke will provide a Parks and Recreation Program overview at the November 16th Finance Commission meeting.
2. Finance Commission received and provided comments on the General Fund Long Term Operating Financial Forecast from Fiscal Year 2018/2019 to Fiscal Year 2022/2023. Director To will make updates and the updated General Fund Long-Term Financial Forecast will be presented to the City Council on November 14th and to the Finance Commission again on November 16th.

IX. COMMISSIONER REPORTS AND ANNOUNCEMENTS - NONE

X. FUTURE AGENDA ITEMS

1. Future Agenda Items Work Plan

XI. ADJOURNMENT

Chairperson Tom adjourned the meeting at 8:20pm.

The next Special Meeting of the Commission will be held on Thursday, November 16, 2017 at 7:00 p.m. in the Council Chambers.

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Posted: November 13, 2017