

CITY COUNCIL COMMITTEE

SPECIAL MEETING

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Tim Grayson, Chair
Ron Leone, Committee Member

5:30 p.m.
Tuesday, March 18, 2014

Garden Conference Room
1950 Parkside Drive, Concord

- A G E N D A -

ROLL CALL

PUBLIC COMMENT PERIOD

- 1. REVIEW** – Proposed FY 2014-15 City Council Services Program Budget. Report by Mary Rae Lehman, City Clerk
- 2. ADJOURNMENT**

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Distribution: City Council
Valerie Barone, City Manager
Scott Johnson, Assistant City Manager
Mark Coon, City Attorney
Mary Rae Lehman, City Clerk
Administrative Services
Press

**REPORT TO COUNCIL COMMITTEE ON
POLICY DEVELOPMENT & INTERNAL OPERATIONS****TO HONORABLE COMMITTEEMEMBERS:**

DATE: March 18, 2014

SUBJECT: PROPOSED FY 2014-15 CITY COUNCIL SERVICES PROGRAM BUDGET**Report in Brief**

This report reviews the proposed FY 2014-15 City Council Services annual organizational memberships and conference attendance budget.

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 Services program at the start of each budget cycle. Staff is recommending an increase of slightly more than \$5,600 for the proposed Fiscal Year 2014-15 Budget.

Discussion

Most of the costs associated with the City Council Services Program are fixed. The proposed FY 2014-15 Operating Expenses for the City Council Supplies is increased to \$6,500 from \$4,500 to cover anticipated expenses which will be incurred during the upcoming 40th Anniversary visit from Kitakami. The proposed budget for Meetings & Training is slightly increased to \$15,000 from \$11,373 to provide funding for the Mayor's attendance at the National League of Cities Conference in Washington DC. The intent is to provide funding to allow the Mayor to attend the League Conference every two years, given the Mayor's term is a two year period. It is recommended that Dues & Memberships remain at \$51,620. The Council Committee members are asked to review the proposed costs in the Meeting & Training and Dues & Memberships accounts, attached as Exhibits A and B respectively.

Fiscal Impact

The FY 2014-15 City Council Services program budget contains minor recommendations for increases to provide the Mayor the opportunity to participate in the National League of Cities Conference every other year and provide some flexibility in controlled expense spending when

PROPOSED FY 2014-15 CITY COUNCIL SERVICES PROGRAM BUDGET

March 18, 2014

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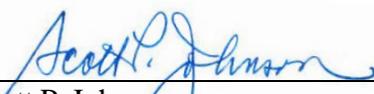
compared to the FY 2013-14 City Council approved budget. There are no proposed increases in the areas of Dues and Memberships this budget cycle.

Public Contact

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

Recommendation for Action

Staff recommends the Council Committee on Policy Development and Internal Operations review and provide input on the proposed budget for City Council Services for FY 2014-15 and direct staff to present it to the full City Council during budget deliberations.



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Attachment A: Proposed Meeting and Training Expenditures FY 2014-15

Attachment B: Proposed Organizational Membership Expenditures FY 2014-15

**PROPOSED MEETING AND TRAINING ATTENDANCE
CITY COUNCIL SERVICES BUDGET - FISCAL YEAR 2014-2015
10010001Z01-67400**

	MONTH	ESTIMATED COST PER PERSON – FY 14/15	NUMBER OF ATTENDEES	APPROVED 13/14 BUDGET	ESTIMATED 13/14 EXPENDITURES
Concord Chamber of Commerce Mayor's Luncheon	January	\$ 50	5+ Pastor	\$ 300	\$ 300
Contra Costa Council Annual Business Conference	January	100	4	-0-	-0-
League of California Cities - Mayors/Councilmembers Institute (Sacramento)	January	525	2	1150	1200
National League of Cities - Congressional Cities Conference (Washington, D.C.)	Mar/Dec	2400	2	-0-	4800
Annual Budget Workshop – Provide food only to City Council members	May	7	5	30	35
Concord Chamber of Commerce Annual Installation Luncheon	June	50	5	250	250
League of California Cities – Annual conference (Sacramento)	September	575	3	1725	1725
ABAG General Assembly (Oakland)	Apr/Oct	100	4	200	200
U.S. Conference of Mayors (Washington, D.C.)	June	2,500	2	-0-	-0-**
Contra Costa County Mayors' Conference – Meetings and hosting	Monthly	\$50/per. mo	5	3000	2500
League of California Cities – East Bay Division	Monthly	50	4	1200	1200
Refreshments for Council Sessions and Special Meetings	Monthly	8	n/a	2000	2000
Miscellaneous (local conferences)	Misc.	n/a	n/a	1000	1000
Total				\$10,855	\$ 15,410
Approved Budget:				\$11,373	

** Recommend non-attendance in 13/14 due to budget constraints.

Prior Years Information	2009-10	2010-11	2011-12	(Mar. 1) Actual YTD FY 13-14	Proposed FY 14-15 Budget
Actual Expenditures prior years	\$11,769	\$7,273	\$9,112	\$10,928	\$15,000

**CITY COUNCIL SERVICES
 ORGANIZATIONAL DUES AND MEMBERSHIPS - FISCAL YEAR 2014-15
 BUDGET ACCOUNT: 10010001Z01-65200**

Membership Description	Actual 09-10	Actual 10-11	Actual 11-12	Actual 12-13	Actual YTD (Mar.) FY 2013-14	Estimated Expenditures 2014-15
ABAG	\$19,752	\$19,925	\$20,433	20,973		\$21,500
Chamber of Commerce	\$678 (est.)	\$640	\$ -0-	\$600		\$645
Contra Costa County Mayor's Conference	\$5,748	\$5,731	\$4,539	\$4506 + mo. meetings	\$4,484	\$5,500
League of California Cities	\$25,288	\$25,288	\$25,688	\$27,817	\$27,817	\$28,250
East Bay Division League of CA Cities	\$600	\$600	\$-0-	\$400+mo. meetings		\$700
Total Expenditure	\$46,518	\$52,203	\$50,670	\$53,785		\$56,595 (Est.)
	Budgeted: \$77,312	Budgeted: \$56,000	Budgeted \$51,620	Budgeted \$51,620	Proposed to Budget: \$51,620	