

**COMMITTEE MEMBERS**

Laura M. Hoffmeister, Chair  
Edi E. Birsan, Member

Civic Center  
1950 Parkside Drive  
Concord, CA 94519  
www.cityofconcord.org



**Special Meeting of the  
Policy Development  
and Internal  
Operations  
Committee**

Wednesday,  
March 1, 2023

6:00 p.m.

Garden Conference  
Room,  
1950 Parkside Drive,  
Wing A  
Concord, CA

Information for the public on participation at Committee meetings can be found on the back of the Speaker Identification Card. Should you have any questions after consulting the Speaker Identification Card, please contact staff prior to the Committee meeting.

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

**1. ROLL CALL**

**2. REPORTS**

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes. Please see “How to Submit Public Comments” above.

- a. **Considering** – the proposed FY 2023-24 and 2024-25 City Council Services Program Budget. **Report by Joelle Fockler, City Clerk**

### 3. ADJOURNMENT

#### **NOTICE TO THE PUBLIC**

*There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure §1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited by California law to raising only those issues you or someone else raised in the hearing or in a written correspondence delivered to the City Council prior to or at the hearing.*

*In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator Tianjun Cao at (925) 671-3243 or [Tianjun.cao@cityofconcord.org](mailto:Tianjun.cao@cityofconcord.org), at least 24 hours in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.*

Distribution: City Council  
Valerie Barone, City Manager  
Susanne Brown, City Attorney  
Justin Ezell, Assistant City Manager  
Joelle Fockler, City Clerk



## **Staff Report**

**Date:** March 1, 2023

**To:** Council Committee on Policy Development and Internal Operations

**From:** Justin Ezell, Assistant City Manager

**Prepared by:** Joelle Fockler, MMC, City Clerk  
[Joelle.fockler@cityofconcord.org](mailto:Joelle.fockler@cityofconcord.org)  
(925) 671-3390

**Subject:** **Considering the proposed FY 2023-24 and 2024-25 City Council Services Program Budget.**

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### **Report in Brief**

This report reviews the proposed FY 2023-24 and 2024-25 City Council Services Program Budget. After input from the Committee, these budget line items are incorporated into the draft budget that goes before the City Council.

### **Recommended Action**

Review and provide input on the proposed FY 2023-24 and 2024-25 City Council Services Program Budget.

### **Background**

Most costs associated with the City Council program are fixed (such as Council salaries and benefits); however, there are three areas where Council has discretion: Supplies; Dues, Membership, and Subscriptions; and Meetings and Trainings.

### **Analysis**

Staff proposes the following changes to the three areas in which Council has discretion:

- Maintain a status-quo budget of \$5,974 for supplies in FY 2023-24, and increase the supplies budget by 3% in FY 2024-25 to \$6,155.
- Dues, Memberships, and Subscription includes membership to the Contra Costa County Mayors' Conference, League of California Cities, Association of Bay Area Governments (ABAG), and the National League of Cities. The amount budgeted for 2023-24 and 2024-25 is \$76,913, \$977 less than FY 2022-23, to reflect actual costs from prior years.

- Meetings and Trainings is budgeted at \$41,284 for FY 23-24, an increase of \$2,453 from FY 22-23. The budget for 2024-25 is increased by \$9,100 to \$50,384 because \$8,000 was added to support the City hosting the Mayors' Conference every 18 months (Concord is hosting in April 2023 and will host again in FY 2024-25) and to allow for a 3 percent increase in training costs. This account includes regularly scheduled attendance at the monthly Contra Costa County Mayor's Conference, hosting the annual Boards and Commissions Dinner (scheduled to resume in 2023), the City Council reorganization reception, City Council meeting meals, anticipated attendance at annual conferences and committee meetings for the League of California Cities and National League of Cities, and City Council meeting interpreter services.

### **Financial Impact**

The City Council program budget for Supplies; Dues, Memberships, and Subscriptions, and Meetings & Training for FY 2023-24 is \$134,171 and \$144,782 for FY 2024-25.

### **Public Contact**

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

### **Attachment**

1. City Council Services Budget Comparison  
(FY 2022-23 – FY 2024-25)

CITY COUNCIL SERVICES  
 Operating Budget Comparison  
 FY 2023-24 through FY 24-25

Attachment 1

	FY 2022/23 Budget	FY 2023/24 Proposed Budget	Change (\$)	Change (%)	FY 2024/25 Proposed Budget	Change (\$)	Change (%)
Association of Bay Area Governments (ABAG)	29,046	29,046	0	0%	29,917	871	3%
CCC Mayors Conference	5,408	5,408	0	0%	5,570	162	3%
League - East Bay Division	433	433	0	0%	446	13	3%
League of CA Cities	33,527	32,550	-977	-3%	32,550	0	0%
National League of Cities	9,476	9,476	0	0%	9,760	284	3%
<b>Dues, Memberships, Subscriptions</b>	<b>77,890</b>	<b>76,913</b>	<b>-977</b>	<b>-1%</b>	<b>78,243</b>	<b>1,330</b>	<b>2%</b>
Boards & Commission Dinner - Catering	4,429	4,429	0	0%	4,562	133	3%
Contra Costa County Mayors Conference - Host Mayors' Conference every 18 months	0	0	0	0%	8,000	8,000	100%
Contra Costa County Mayors Conference – extra meals	2,060	1,980	-80	-4%	1,980	0	0%
Council Reorg	3,090	3,183	93	3%	3,278	95	3%
Greater Concord Chamber of Commerce (State of City and Meetings throughout the year)	309	318	9	3%	328	10	3%
League - East Bay Extra Meals	515	250	-265	-51%	250	0	0%
Council Meeting Meals	0	2,400	2,400	100%	2,400	0	0%
League of CA Cities (2 Conferences)	2,678	2,758	80	3%	2,841	83	3%
National League of Cities - Training and Travel (2 Conferences)	9,270	9,270	0	0%	9,548	278	3%
US Conference of Mayors – Training and Travel (2 Conferences)	9,270	9,270	0	0%	9,548	278	3%
City Council Meeting Interpreter Services	7,210	7,426	216	3%	7,649	223	3%
<b>Meetings &amp; Training</b>	<b>38,831</b>	<b>41,284</b>	<b>2,453</b>	<b>6%</b>	<b>50,384</b>	<b>9,100</b>	<b>22%</b>
Boards & Commission Dinner Supplies / Not Catering	824	824	0	0%	850	26	3%
Misc Supplies	5,150	5,150	0	0%	5,305	155	3%
<b>Supplies</b>	<b>5,974</b>	<b>5,974</b>	<b>0</b>	<b>0.4%</b>	<b>6,155</b>	<b>181</b>	<b>3%</b>
<b>Contracts – Miscellaneous</b>	<b>13,000</b>	<b>10,000</b>	<b>-3,000</b>	<b>-23%</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>135,695</b>	<b>134,171</b>	<b>-1,524</b>	<b>-1%</b>	<b>144,782</b>	<b>10,611</b>	<b>8%</b>