



Legislation Text

File #: #19-316, **Version:** 1

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DATE OF MEETING: 07/15/19

SUBJECT:

CITY COUNCIL DISCUSSION: POTENTIAL COST OPTIONS AND APPROPRIATION OF ADDITIONAL FUNDING FOR THE HOSTING OF THE 2019 CONTRA COSTA COUNTY MAYORS' CONFERENCE ON THURSDAY, SEPTEMBER 5, 2019, BY THE CITY OF SAN PABLO

CITY MANAGER RECOMMENDATION

Provide City Council majority direction by Minute action

COMPLIANCE STATEMENTS

FY 2019-21 Council Priority Workplan Compliance Statement

The Contra Costa County Mayors' Conference is not an applicable adopted policy item under the FY 2019-21 Council Priority Workplan, effective March 1, 2019.

CEQA Compliance Statement

This is not a project as defined by CEQA

BACKGROUND

The Contra Costa County Mayors Conference (Conference) was established in 1951. The main purpose of the Conference is to be an educational forum for local elected officials and a place to network and exchange information on local government matters. Additionally, the Conference may take positions on important policy issues, including formal positions on proposed federal and state legislation impacting member Conference agencies. Finally, the Conference acts as the Contra Costa City Selection Committee in appointing City representation to area-wide local and regional agencies.

The Conference generally meets the first Thursday of each month (unless that date is a holiday or otherwise has a conflict). The meeting location rotates among the nineteen (19) Contra Costa incorporated cities. On September 5, 2019, the City of San Pablo will host the Conference, and has budgeted funds to support this regional function and program. The Adopted FY 2019-21 Mid-Cycle General Fund Budget appropriated a total of \$5,000 for the hosting of the Conference in San Pablo during FY 2019/20. Each host City earmarks their own budgeted funds for this purpose based on the rotational scheduled which occurs approximately every two years.

Conference Event Subsidy

Each hosting City receives a maximum \$2,200 Conference event subsidy for covering the costs associated with 40 attendees consisting of 19 Mayors and 19 City Managers from the Conference, and including the Conference Executive Director. The Conference maintains a policy to assist all hosting cities with this event subsidy to offset each City's budgetary costs in hosting the monthly Conference event. Each host City is responsible for determining a suitable location for the Conference's Business Meeting and a Conference Dinner.

Conference Site Selection and Budget Expense

For the FY 2019/20 Conference event, the City Manager was requested by Mayor Kinney to explore three (3) options for site selection within San Pablo:

CC MAYORS' CONFERENCE SITE SELECTION OPTIONS:	
Business Meeting Location	Dinner Location
1. SP Library/Wildcat Creek Community Room	Maple Hall
2. San Pablo Community Center Room	Blacktop Area Behind Helms Middle School
3. Contra Costa College Fireside Hall	Contra Costa College Aqua Terra Grill

Cost Factors and Options

Due to the potential need for additional funding because of any anticipated budget shortfall to support the Conference event, the City Manager has compiled all preliminary cost factors and their corresponding budget impact for FY 2019/20, and listed this information in Attachment A for City Council discussion and review.

City Manager Recommendation

In the past, the City has used the SP Library Community Room and Maple Hall for the Conference Business Meetings and Dinner. Additionally, two previously City-hosted Conference events used the Helms Middle School Multi-Purpose Room/Cafeteria for the Conference Business Meeting and the San Pablo Community Center for the Dinner.

For the FY 2019/20 Conference event, the City Manager recommends Option #3 be considered; using the facilities at Contra Costa College at no cost to the City may prove achievable given the District's willingness to designate parking in Lot 1 of the Contra Costa College campus to support the Conference event since Fall Session 2019 classes will be fully underway at the time of the Conference event (see Attachment B - Map). Option #3 cost factors and the Conference event subsidy would also not result in an anticipated budget shortfall, or require an additional budget appropriation from the City Council via majority vote action. However, the City Manager will await City Council direction by majority vote via minute action on Options #1-3.

FISCAL IMPACT

A total of \$5,000 has been approved for expenditure under the adopted FY 2019-21 Mid-Cycle General Fund Budget for CC Mayors' Conference event expenses. Note: the Conference will provide a one-time event subsidy of \$2,200 to offset the City's budgeted expense associated with hosting the event. An additional payment from additional Conference attendees at \$55 per attendee may result in additional revenue generated to the City depending on event attendance.

Based on City Council majority direction, if Option #2 is selected by majority vote, a projected budget shortfall of \$5,263 (less any additional attendee revenue realized) would need to be appropriated from FY 2019/20 City Manager Contingency Account to cover the additional event costs. Total net budget impact would not be known until after the Conference event and all additional attendee revenue is collected and used to offset the budget shortfall.

ATTACHMENTS:

1. A - Preliminary Event Cost Options #1-3
2. B - Option #3 - CC College Map for Conference Event