PATIO MEETING ROOM
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-6000
FAX (310) 253-6010

FINANCE ADVISORY COMMITTEE
Wednesday, February 11, 2015

PUBLIC COMMENT
The Finance Advisory Committee will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Finance Advisory Committee cannot take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Committee, please complete a Speaker's Card and present it to the staff liaison before the agenda item is called. You will be called by name when it is your turn to speak to the Committee.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA
Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair for agenda items for which many Speaker Cards have been submitted.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA
A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by City staff. If additional time is needed, the committee chair will allow for same at the end of the agenda.

When your name is called, please stand and state your name and city of residence. Speakers must limit their comments to five minutes. A three-minute limit may be declared by the Chair if there are a large number of individuals desiring to address the Council.

AUTHORITY OF PRESIDING OFFICER
Section 611 of the City Charter provides that during any public meeting, all persons shall have the right to address the City Council, and any City commission, board or committee, subject to reasonable rules of decorum and time limits established by ordinance or the presiding officer. Therefore the presiding officer may, from time to time, establish different time limits than those listed in this Agenda in order to effectively conduct Committee business.

CELL PHONES AND OTHER DISTRACTIONS
Use of cell phones, pagers, and other communication devices is prohibited while the Committee meeting is in session. Please turn all devices off or place on silent alert and leave the meeting area to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers or the conduct of City business.

MEETING INFORMATION
Finance Advisory Committee Meetings are regularly scheduled for the second Wednesday of every month. Committee Agenda information is available at least 72 hours before each meeting via posting at City Hall, and on the City website. Information may also be accessed by calling the Finance Department at (310) 253-5865.

Agendas are
Available on the web at
www.culvercity.org

Finance Advisory Committee
REGULAR MEETING AGENDA

Wednesday, February 11, 2015
7:00 PM
Patio Meeting Room

CALL TO ORDER & ROLL CALL:

Goran Eriksson, Chair
Mauricio Blanco, Member
Sean Kearney, Member
Steven Reitzfeld, Member
David Trovato, Member
Crystal Alexander, Vice-Chair
Richard Hibbs, Member
Alejandro Lara, Member
Joe Susca, Member

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not on the Agenda

CONSENT CALENDAR (*Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.)*

C-1. Minutes of the January 14, 2015 Regular Meeting.

ACTION ITEMS *(Public requests to discuss Action Items must be filed with the Secretary before the item is called)*

A-1. Presentation and Discussion of General Fund Financial Forecast

A-2. Receive Report from the Special Event Sponsorship Policy Review Ad Hoc Subcommittee

A-3. Discussion of Benchmarking Study & Project Timeline

ITEMS FROM STAFF

S-1. Discussion of March Agenda

ITEMS FROM COMMITTEE MEMBERS

ADJOURN

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CULVER CITY FINANCE ADVISORY COMMITTEE

REGULAR MEETING OF THE CULVER CITY FINANCE ADVISORY COMMITTEE CULVER CITY, CALIFORNIA	January 14, 2015 7:00 p.m.

CALL TO ORDER & ROLL CALL

Chair Eriksson called the meeting of the Finance Advisory Committee to order at 7:00 p.m. in the Patio Meeting Room.

Members Present:	**GORAN ERIKSSON**, Chair **RICHARD HIBBS**, Member **SEAN KEARNEY**, Member **ALEJANDRO LARA,** Member **STEVEN REITZFELD**, Member **JOE SUSCA**, Member **DAVID TROVATO**, Member
Members Absent:	**CRYSTAL ALEXANDER**, Vice Chair (Excused) **MAURICIO BLANCO**, Member
Staff Present:	**Jeff Muir**, Chief Financial Officer **Gracie Hasan**, Secretary **Erica McAdoo**, Senior Budget Management Analyst

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Pledge of Allegiance

Richard Hibbs led the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

Chair Eriksson invited public comment.

No cards were received and no speakers came forward.

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<u>Consent Calendar</u>

<u>Item C-1</u>

Meeting Minutes

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF DECEMBER 10, 2014 (ABSENT VICE CHAIR ALEXANDER AND MEMBER BLANCO).

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<u>Action Items</u>

<u>Item A-1</u>

Receive Report from the Special Event Sponsorship Policy Review Ad Hoc Subcommittee

Member Hibbs discussed the scope of the task of the subcommittee; meetings held by the subcommittee; review of previous and current City procedures; the elimination of the Redevelopment Agency; standardized applications; creating a stated review period; non-profits vs. for-profits; types of sponsorship; weaning for-profits off the process; and appreciation to staff for their assistance.

Discussion ensued between staff and Committee Members regarding the connection between banners and sponsorship; longevity of sponsorship; for-profit entities vs. non-profit entities; allowing for consideration on a case by case basis; concern with limiting the process too much; creating an annual process; large non-profit organizations; timing; money budgeted for sponsorships; the review period; the current process; recurring requests; the organizations requesting support; staff time spent on applications that the City Council is not interested in supporting; new requests; policies of other cities; establishing a policy for last minute requests; the City Council policy for adding an item for the agenda; budget amendments; providing flexibility to the City Council; the importance of having a policy; making the money identifiable rather than waiving fees; the true cost of sponsorship; the ability to have banners without sponsorship; providing a monetary sponsorship and charging the same amount in fees; reflecting the true costs of the events; different classes of in-kind sponsorship; and different ways to handle reflecting true expenses.

THE FAC PASSED A MOTION TO ACCEPT THE EVENT SPONSORSHIP SUBCOMMITTEE'S SCOPE OF ENGAGEMENT TO INCLUDE THE EVENT SPONSORSHIPS AND BANNER POLICY (ABSENT VICE CHAIR ALEXANDER AND MEMBER BLANCO).

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Item A-2

Discussion of Budget Benchmarking Study

Discussion ensued between staff and Committee Members regarding the gathering of information by subcommittees; the opportunity to eliminate some of the items on the list; the number of sworn police officers; the ability to find specific information; full time employee equivalents; performance measures; types of calls; the number of dispatched calls; measuring the work performed; citations; crime rates; police department reports; similar questions regarding the fire departments; separating fire services and EMS; contract cities; the number of fire stations in the city; road maintenance; hazmat and rescue; linear feet of pavement marking; transit; recreation center admissions; urban forestry; facilities; community centers vs. senior centers; the number of people served by the senior centers; agreement to distribute updated fields to Committee Members; adding information to the comments section; and next steps in the process.

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Items from Staff

Item S-1

Discussion of February Agenda

Jeff Muir, Chief Financial Officer, discussed upcoming agenda items for the February meeting; inquiries received regarding the embezzlement of a large amount of money in the City of Pasadena; and the recent examination and changes made to financial processes in Culver City.

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Items from Committee Members

None.

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Adjournment

There being no further business, at 8:27 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, February 11, 2015 at 7:00 p.m. in the Patio Meeting Room.

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Gracie Hasan
SECRETARY of the Culver City Finance Advisory Committee
Culver City, California

APPROVED

Goran Eriksson
CHAIR of the Finance Advisory Committee, Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 02/11/2015	Item Number: A-1
AGENDA ITEM: Presentation and Discussion of General Fund Financial Forecast.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (02/05/15)	
Department Approval: Jeff Muir (02/05/15)	

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) receive a presentation on the General Fund Financial Forecast, hold discussion, and provide feedback to staff.

DISCUSSION:

Item 6 of the FAC Work Plan is to review and make recommendations for the long-term financial forecast. The format for the forecast includes summaries, discussion of assumptions, detail data for revenue categories, and an economic outlook.

The financial forecast continues to illustrate overall economic improvement. Revenues are continuing to improve, with an average of 2% overall growth throughout the projection. Foreseeable significant expenditure pressures created by rising pension costs, assumed inflation and assumed cost-of-living adjustments persist from prior year predictions. Staff will provide a thorough presentation of the report at the meeting, the assumptions going into the numbers, and answer questions from the committee.

This item is scheduled for City Council on February 23, 2015. Staff is soliciting any comments or recommendations from the FAC on the content or assumptions.

MOTION:

That the FAC:

(1) Receive a presentation of the General Fund Financial Forecast; and

(2) Hold discussion; and,

(3) Provide feedback to staff.

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 02/11/2015	Item Number: A-3
AGENDA ITEM: Discussion of Budget Benchmarking Study.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (02/05/15)	
Department Approval: Jeff Muir (02/05/15)	

RECOMMENDATION:

Staff recommends that the FAC continue its discussion and recommendation on the Budget Benchmarking Study.

DISCUSSION:

Item 3 of the FAC Work Plan is to ‘Undertake a Budget Benchmarking Project to compare where and how Culver City spends and receives money to selected similar communities. Analyze possibilities for alternative service delivery methods.’

Discussion of this Work Plan Item is being continued from the December 10th FAC Meeting. The FAC has reviewed municipalities throughout the State of California and has narrowed the scope of cities for comparative analysis from 478 to 23 cities. During the December meeting, the FAC divided research between its three ad hoc Benchmark Review Subcommittees and staff.

The FAC will continue its review of data points and statistics from each city’s budgets, State Controller’s Office Reports and other Benchmarking surveys. Subcommittees will present findings from research and aggregate with data compiled by staff. The FAC will further review and update the Benchmarking Study Project Plan to determine next steps for project.

ATTACHMENTS:

- Budget Benchmark Project Study Plan - DRAFT

MEETING DATE: 02/05/2015

AGENDA ITEM: A-3 – Discussion of Budget Benchmarking Study.

ATTACHMENTS

		Pages
1.	Budget Benchmark Project Study Plan - DRAFT	9

Finance Advisory Committee
Draft Budget Benchmarking Study Project Plan