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CULVER CITY FINANCE ADVISORY COMMITTEE

REGULAR MEETING OF THE CULVER CITY FINANCE ADVISORY COMMITTEE CULVER CITY, CALIFORNIA	August 13, 2014 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 Dan Patacchia Meeting Room.

Members Present:	**GORAN ERIKSSON**, Chair **CRYSTAL ALEXANDER**, Vice Chair **MAURICIO BLANCO**, Member **RICHARD HIBBS**, Member **ALEJANDRO LARA,** Member **JOE SUSCA**, Member **DAVID TROVATO**, Member
Members Absent:	**STEVEN REITZFELD**, Member (Excused) **SEAN KEARNEY**, Member (Absent)
Staff Present:	**Jeff Muir**, Chief Financial Officer **Gracie Hasan**, Secretary **Erica McAdoo**, Sr. 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 JUNE 11, 2014 (MEMBER KEARNEY, ABSENT AND MEMBER REITZFELD, EXCUSED ABSENT); (MEMBERS BLANCO AND SUSCA ABSTAINED DUE TO THEIR ABSENCE FROM THAT MEETING).

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<u>Action Items</u>

<u>Item A-1</u>

Administration of the Oath of Office to Appointed/Re-Appointed Committee Members

Gracie Hasan, Secretary, administered the Oath of Office to Members Blanco, Susca, and Re-Appointed Member Trovato.

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<u>Item A-2</u>

Selection of Chair and Vice Chair

THE FAC PASSED A MOTION RE-APPOINTING GORAN ERICKSSON TO SERVE AS CHAIR OF THE FINANCE ADVISORY COMMITTEE (2014-2015).

THE FAC PASSED A MOTION RE-APPOINTING CRYSTAL ALEXANDER TO SERVE AS VICE CHAIR OF THE FINANCE ADVISORY COMMITTEE (2014-2015).

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<u>Item A-3</u>

(1) Review the Current Culver City Commission, Committee and Board Application Form; and, (2) (If Desired) Provide Staff with Recommendations to Update and/or Tailor the Application Form Specifically for Finance Advisory Committee Applicants

Jeff Muir, Chief Financial Officer, provided background on the item. Discussion ensued between staff and Committee Members regarding financial conflicts; clarification that the Committee is an advisory body; confusion as to the designation to apply for; a suggestion to

Item A-3
(Cont'd)

maintain the current form and add supplemental information; applicants already serving on other entities; making questions more specific to the Committee; the monthly time commitment required; whether to maintain the original document; attachments; keeping questions open ended and allowing applicants to provide specific information to suit the entity; the difficulty of applying to a new body that is not well defined; format of the document; method of submission; making changes to the last page to make it more relevant to the Committee; adding questions at the end; including information from the bylaws; asking the applicant about their experience with financial statements; the value of having someone involved that does not have extensive experience; diversity; and concern with scaring people away.

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Item A-4

Presentation and Discussion of Comparative Cities for Benchmarking Study

Jeff Muir, Chief Financial Officer, provided a summary of the material of record.

Discussion ensued between staff and Members regarding comparable cities; coastal cities; budget size; whether to have a subcommittee consider the project; total number of housing units; property taxes; the Government Finance Officers Association; guidelines for selecting comparable cities; criteria; coastal county areas; how many cities to look at; considering population, city size and budget; a suggestion to choose six parameters and use cities within 25% of Culver City within those criteria; performance factors; cities outside of the range; other California cities that have done benchmarking; city award lists; subjectivity; salary arrangements for safety officers; differences between northern and southern California; full service cities; whittling the list down; staff agreement to provide a copy of the list to Members via email; further consideration at the next meeting; and a suggestion that Members create their own list of 25 comparable cities and submit them to staff with criteria explained before the next meeting.

Staff and Members provided background on themselves and their experience.

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Item A-5

(1) Discussion of Approved Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees

Discussion ensued between staff and Committee Members regarding status of existing subcommittees and whether to create new ones; standing subcommittees vs. ad hoc subcommittees; Brown Act issues; the selection process for work program items; items with revenue potential; items requiring a ballot; the report on Measure Y proceeds; active subcommittees; revenue opportunities; The Committee on Permits and Licensing; setting of fees; cost recovery; the fee study; benchmarking; recommendations to the Committee; and generic wording.

THE FAC PASSED A MOTION DISSOLVING ALL EXISTING SUBCOMMITTEES.

Additional discussion ensued between Committee Members and staff regarding review of the current Workplan; outstanding items; grant opportunities; funding; changing the wording for item 9 in the Workplan; changing the wording from develop to monitor, to indicate ongoing work in items 1 and 2; staff agreement to bring back the item with suggested changes for additional consideration; establishing two subcommittees for the benchmarking project; holding off on appointments until absent members can be present; and creating a subcommittee to look at the City Business Tax Ordinance.

THE FAC PASSED A MOTION TO CREATE THE REVENUE OPPORTUNITIES SUBCOMMITTEE.

Committee Members discussed who was interested in serving on the subcommittee and absent Members.

THE FAC PASSED A MOTION TO APPOINT CHAIR ERIKSSON, VICE CHAIR ALEXANDER AND MEMBER TROVATO TO SERVE ON THE REVENUE OPPORTUNITIES SUBCOMMITTEE.

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ITEMS FROM STAFF

Item S-1

Discussion of September Agenda

Jeff Muir, Chief Financial Officer, discussed upcoming agenda items; the new requirement to provide the Meeting in a Minute report for each entity; swearing in of Member Reitzfeld; Workplan draft; Measure Y; and the creation of the new Assistant Chief Financial Officer position.

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Items From Committee Members

Discussion ensued between staff and Committee Members regarding meeting day and time; the bylaws; the watershed issue; the water bond issue; and the proposed sign district by the freeway.

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Adjournment

There being no further business, at 8:53 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, September 10, 2014 at 7:00 p.m. in the Dan Patacchia Meeting Room.

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

APPROVED

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