Culver CITY

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FINANCE ADVISORY COMMITTEE
MEETING AGENDA
Wednesday, August 12, 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, August 12, 2015
7:00 PM
Dan Patacchia Meeting Room

CALL TO ORDER & ROLL CALL:

Goran Eriksson, Chair
Richard Hibbs, Member
Alejandro Lara, Member
Steven Reitzfeld, Member
David Trovato, Member
Crystal Alexander, Vice-Chair
Sean Kearney, Member
Jane Leonard, Member
Bryan Sua, 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 June 10, 2015 Regular Meeting.

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

A-1. Administration of the Oath of Office to Appointed Committee Members

A-2. Election of Annual Officers (Chair and Vice-Chair) to Serve a One-Year Term, Expiring June 30, 2016

A-3. Receive Report from the Special Event Sponsorship Policy Review Ad Hoc Subcommittee

A-4. Discussion of Benchmarking Study

ITEMS FROM STAFF

S-1. Discussion of September 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	June 10, 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:	**CRYSTAL ALEXANDER**, Vice Chair **MAURICIO BLANCO**, Member **RICHARD HIBBS**, Member **SEAN KEARNEY**, Member **ALEJANDRO LARA,** Member **STEVEN REITZFELD**, Member **JOE SUSCA**, Member **DAVID TROVATO**, Member
Absent:	**GORAN ERIKSSON**, Chair
Staff Present:	**Jeff Muir**, Chief Financial Officer **Erica McAdoo**, Senior Budget Management Analyst **Michelle Villongco**, Secretary **Charles Herbertson**, Public Works Director **Eric Mirzaian,** Public Works **Damian Skinner**, Public Works **Lee Torres,** Public Works **Caden Young**, Public Works **Jane Leonard,** Transportation

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Pledge of Allegiance

The FAC recited the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

Vice Chair Alexander invited public comment.

No cards were received and no speakers came forward.

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Consent Calendar

Item C-1

Meeting Minutes

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF MAY 13, 2015 (ABSENT CHAIR ERIKSSON).

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Action Items

Item A-1

(1) Receive Presentation from Public Works on Status of Regional Urban Runoff Mitigation Plan; (2) Discuss the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees

Charles Herbertson, Public Works Director, introduced his staff and provided an overview of the presentation on the status of the Regional Urban Runoff Mitigation Plan.

Caden Young, Public Works, provided an update on the status of the Enhanced Watershed Management Program plans for Ballona Creek and the Marina Del Rey Harbor Watersheds; he noted that numbers were becoming more finite as the submittal approached; reported that the permit was adopted in November 2012; compliance to the Clean Water Act, determines what the City is allowed to discharge; he discussed NPDS permits; compliance with the permit; implementing minimum control measures; inspecting businesses; public outreach; Watershed Management vs. Enhanced Watershed Management Plans (EWMP); efforts to comply with numerical limits; City Council approval of submittal of the EWMP; the 90 day review period; preventing trash from entering the creek; modeling; assuring the Regional Board that plans will be successful; sampling; and clarification that Culver City has a share in three watersheds.

Discussion ensued between staff and Committee Members regarding costs to develop the plans; testing location and frequency; monitoring; collaboration with environmental groups; different methods; data sharing; clarification that cities in the Ballona Creek Watershed group are working together and cost sharing; achieving compliance; going above and beyond; regional BMPs; working with the Culver City Unified School District; slopes; rain gardens; Low Impact Development; the amount that can be captured on public property; reliance on private property; 20-year implementation costs; actions by other cities that would help Culver City; the Marina Del Rey watershed; ground water levels; deadlines; different designations; circulation; monitoring in the main channel; storm surges; overflow checkpoints; funding mechanisms; the Costco project; a recent grant submission; clarification that the grant is capital with some administrative; monitoring; the installation of a rubber dam; the Mesmer Sewer Pump Station; the new Bankfield Station; the Green Streets feasibility study; independent projects; cost sharing with other cities; Culver City's location at the end-point; contributions to the project; the LFTF 1 project; drainage from the creek; grants; creation of an MOU for each city; the commitment of all the cities to the project; and the growing costs for the project.

Jeff Muir, Chief Financial Officer, discussed funding for research; funding by parcel; voter support for funding the process; education and outreach; good faith efforts; and conducting research to get feedback before going to the City Council.

Additional discussion ensued between staff and Committee Members regarding the timeline for a decision to be made regarding an amount to put on the ballot; whether there will be a requirement that something is cut to pay for Urban Runoff Mitigation; the purpose of the General Fund to pay for core services; money for the School District; the Redevelopment Agency; enacting a parcel based tax; acquisition of private property to build infiltration plants; length of time for construction; complications with using school land; deferring formation of subcommittees until new and reappointed members are in place; whether a July meeting would be held; and providing materials presented at this meeting and financing information to Members for the next meeting.

THE FINANCE ADVISORY COMMITTEE PASSED A MOTION DEFERRING CREATION OF SUBCOMMITTEES AND SELECTION OF SUBCOMMITTEE MEMBERS TO THE AUGUST 12, 2015 MEETING (ABSENT CHAIR ERIKSSON).

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Item A-2

Approval of Measure Y Report for Transmittal to City Council

Jeff Muir, Chief Financial Officer, reported that sales tax was preforming well and Measure Y would exceed the budget.

Discussion ensued between staff and Committee Members regarding capitalization of the word "consumer" in the left paragraph; clarification regarding the BestBuy item; Beats; gas station revenue; and electric cars.

THE FAC PASSED A MOTION THAT THE FINANCE ADVISORY COMMITTEE APPROVE THE MEASURE Y REPORT FOR TRANSMITTAL TO THE CITY COUNCIL WITH A MINOR TYPOGRAPHICAL CORRECTION (ABSENT CHAIR ERIKSSON).

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Item A-3

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

Vice Chair Alexander reported that the Special Event Sponsorship Policy Review Ad Hoc Subcommittee had been looking at what other cities are doing and focusing on the policy part rather than the application.

Member Hibbs discussed the model of Newport Beach; he indicated that they were looking to separate signature events and community events; he discussed funding for different types of events; money provided vs. credits for City fees; permits and applications; types of events permits are required for; grants given for the support and process; the call for applications; City Council approval; permits; the budget; the process; details of the program; charitable events vs. signatory events; differentiating the types of events; eligibility; and qualifications .

Discussion ensued between staff and Committee Members regarding current policy; developing a budget; establishing March as the time for application submittal; creating different tiers for events; funding levels; the Car Show vs. the Fireworks Show; total costs; direct contributions vs. staff costs; clarifying and including staff costs; clarifying actual costs; valuation criteria; whether events have to take place in Culver City; for profit vs. non-profit entities; weaning successful events off support; the requirement to submit a budget; including a revenue section reflecting City impact; creating a cost benefit analysis; the valuation criteria for signature events; mutually agreed upon performance measures; a post event report; for profit entities pitting cities against each other; Ciclavia; sponsors; whether Culver City is the beneficiary; requiring patronization of Culver City businesses; suggested vendors; a suggestion to email any additional comments; Brown Act issues; an observation that section E contains all the pertinent information in the document; deferring approval of the item until additional input is received; and the Committee agreed to continue the discussion to July 8, 2015.

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Item A-4

Discussion of Benchmarking Study

Erica McAdoo, Senior Budget Management Analyst, discussed using the shared website to place the document; conducting the analysis; the Urban Runoff Project; the status of the project and the goal of the project; the official work plan item; analyzing possibilities for alternative service delivery methods; and the need to wrap up the project.

Discussion ensued between staff and Committee Members regarding the report outline and analysis draft; box.com; efforts to make changes to the document; using the shared site; emailing information; formulating a schedule; whether to hold a meeting in July; the number of members available to attend a July meeting; the deadline to submit materials for the July agenda; incoming members; assigning specific members to specific subcommittees; and the Committee agreed to continue the discussion to July 8, 2015.

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Items from Staff

Item S-1

Discussion of July Agenda

Discussion ensued between staff and Commissioners regarding having the benchmarking item on the agenda; the sponsorship subcommittee; carrying over the creation of subcommittees to the August agenda; and issuing the Oath of Office to new Committee Members.

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Items from Committee Members

None.

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Adjournment

There being no further business, at 8:51 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, July 8, 2015 at 7:00 p.m. in the Dan Patacchia Meeting Room.

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Michelle Villongco
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: 08/12/2015	Item Number: A-1
AGENDA ITEM: Administration of the Oath of Office to Appointed Committee Members	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (08/06/15)	
Department Approval: Jeff Muir (08/06/15)	

RECOMMENDATION:

Staff recommends the FAC observe the administration of the oath of office to appointed Committee Members Leonard and Sua.

DISCUSSION:

At the May 12, 2014 City Council meeting, the City Council made the following appointments to the Finance Advisory Committee:

- The City Council approved the recommendation of the staff level bargaining group to appoint two persons to a single seat. CCFFA member Mauricio Blanco was approved to serve a partial one-year term on the Finance Advisory Committee, filling Office No. 7 from July 1, 2014 – June 30, 2015. Firefighter Bryan Sua will serve for the second year of the term of this Office from July 1, 2015 – June 30, 2016.

- The City Council approved the recommendation of the management level bargaining group to appoint two persons to a single seat. CCMG member Joe Susca was approved for a one-year partial term to fill Office No. 8 of the Finance Advisory Committee from July 1, 2014 – June 30, 2015. Jane Leonard will serve the second year of the term of this Office from July 1, 2015 – June 30, 2016.

City Charter Section 1401 provides: “Before entering upon the duties of their respective offices, all officers and employees of the City shall take and subscribe to the following oath or affirmation:

> ‘I, [Member Name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely,

without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.'"

ATTACHMENTS:

None

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 08/12/2015	Item Number: A-2
AGENDA ITEM: Designation of Annual Officers (Chair and Vice-Chair) to Serve a One-Year Term, Expiring June 30, 2016	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (08/06/15)	
Department Approval: Jeff Muir (08/06/15)	

RECOMMENDATION:

Staff recommends the FAC designate annual officers (Chair and Vice-Chair) to serve a one-year term, expiring June 30, 2016.

DISCUSSION:

The FAC By-Laws require the Committee to annually designate officers from among its membership. Per Section IV.A of the FAC By-Laws:

1. At the initial meeting and at the meeting in July of each year, the Committee shall elect a Chair and Vice-Chair from among its membership.

2. The Chair and Vice-Chair of the Committee shall serve at the pleasure of the Committee.

3. The Chair and Vice-Chair shall serve terms of one year commencing upon their appointment and concluding on the later of June 30 of the following year or the election of their successors.

ATTACHMENTS:

None

MOTION:

That the FAC:

(1) Entertain nominations for FAC Officers (Chair and Vice-Chair); and

(2) Conduct Elections for FAC Officers (Chair and Vice-Chair).

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 08/12/2015	Item Number: A-3
AGENDA ITEM: Receive Report from the Special Event Sponsorship Policy Review Ad Hoc Subcommittee.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (08/06/15)	
Department Approval: Jeff Muir (08/06/15)	

RECOMMENDATION:

Staff recommends the Finance Advisory Committee (FAC) receive a report from the Special Event Sponsorship Policy Review ad hoc subcommittee.

DISCUSSION:

On November 10, 2014, the City Council directed the FAC to review a policy for City support of special events for City Council consideration. The City Council receives regular requests for funding assistance and sponsorship for special events. Sponsorship requests for the City have been historically approved on a case-by-case basis in the form of fee waivers for City permits and staffing costs, cash sponsorships or financial reimbursements. The fiscal effect of the increasing volume and value of requests has generated concern by Council members.

During the December 10, 2014 FAC Meeting, the Special Event Sponsorship Policy Review ad hoc subcommittee was formed to research and provide suggestions to the Committee at large.

At the June 10th FAC Meeting, the Subcommittee presented an application and process packet. Discussion was continued to the August 12, 2015 Finance Advisory Committee meeting, where the Subcommittee will entertain additional feedback from the Committee at large.

ATTACHMENTS:

None

MOTION:

That the FAC:

(1) Receive a report from the Special Event Sponsorship Policy Review ad hoc subcommittee.

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 08/12/2015	Item Number: A-4
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 (08/06/15)	
Department Approval: Jeff Muir (08/06/15)	

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 June 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 8 cities. During the June meeting, the FAC resumed its review among three ad hoc Benchmark Review Subcommittees and staff.

The FAC will continue its review of Subcommittee data and draft analyses. The FAC will further review and update the Benchmarking Study Project Plan to determine next steps for project.

ATTACHMENTS:

- None