

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>08/06/13</u>		Item Number: <u>A-1</u>	
PRCS COMMISSION AGENDA ITEM: Informational Item Regarding the City Budget Process, Presented by the City Manager of the City of Culver City, Mr. John Nachbar.			
Contact Person/Dept.: Dan Hernandez, PRCS Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: (Email) Meetings and Agendas – Parks, Recreation and Community Services Commission (08/02/13).			
Department Approval: Dan Hernandez (07/30/13).		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission hear information regarding the City Budget process as presented by the City Manager of the City of Culver City, Mr. John Nachbar, and receive and file the report.

BACKGROUND:

On Tuesday, June 4, 2013, Parks, Recreation and Community Services Director Dan Hernandez gave the PRCS Department Fiscal Year 2013/2014 Budget Presentation to the City Council. On June 10, 2013 the City Council adopted Resolutions adopting the Fiscal Year 2013/2014 Budget for the City of Culver City. As is customary, the PRCS Commission was given the Departmental Budget Presentation at the June 13, 2013 meeting, after the City Budget had been adopted by the City Council. During their review of the Budget Presentation, the consensus of the Commission was that more detail regarding the Budget was in order, especially with regard to the nexus between the Budget numbers and the Work Plan. Therefore, further discussion of the PRCS Department Budget was agendaized for the July 2, 2013 Commission meeting.

At the July 2, 2013 meeting, Commission members suggested that the PRCS Commission should be more involved in the Department's budget process. For example, it was mentioned that the Commission could hold meetings to gather public input on the budget and/or assist the Department in carrying out operational work plans. The Commission expressed a desire to know if there is a way for them to work within the existing City Charter to provide input into the budget before it is passed. Also, members felt that they are in a position to improve

**City of Culver City, California
Agenda Item Report**

communication between the community, the Commission, the City Council and staff during the annual budget process, if given the opportunity. As a first step in exploring these issues, the Commission requested that Parks, Recreation and Community Services Director Dan Hernandez invite the City Manager, Mr. John Nachbar, to attend this evening's Commission meeting in order to discuss the City Budget process.

DISCUSSION:

The principles, function and organization of Culver City's municipal government are set forth in the Charter of the City of Culver City. The Charter dictates a "Council-Manager" form of government, under which the City Council sets policy and the City Manager administers the government. The following two excerpts from the City Charter outline responsibilities and procedures related to the City Budget process.

ARTICLE VII. CITY ADMINISTRATION

** SECTION 700. POWERS AND DUTIES OF CITY MANAGER.**

The City Council shall appoint the City Manager who shall be the chief executive officer of the City, responsible to the City Council for the management of all City affairs placed in the City Manager's charge by or under this Charter, by ordinance, resolution or other action of the City Council. The City Manager, or his or her designee, shall:

(a) Appoint, suspend and remove all City employees, including Department Heads, the City Clerk and the City Treasurer, except as otherwise provided by State law or this Charter;

(b) Direct and supervise the administration of all City departments, except as otherwise provided by this Charter;

(c) Attend all City Council meetings, at which the City Manager shall have the right to take part in discussion, but shall not vote;

(d) Prepare and submit to the City Council an annual budget pursuant to this Charter, and implement the final budget approved by the City Council (emphasis added); and

(e) Perform such other duties as are specified in this Charter, or by ordinance, resolution or other action of the City Council.

City of Culver City, California
Agenda Item Report

ARTICLE VIII. ANNUAL BUDGET

 SECTION 800. BUDGET PREPARATION.

All Department Heads shall, upon request, provide the City Manager with estimates of revenues and expenditures for their departments, detailed in the manner prescribed by the City Manager. The City Manager shall review the estimates, hold conferences with department personnel, and prepare a proposed budget.

 SECTION 801. SUBMISSION TO CITY COUNCIL.

At least 45 days prior to the beginning of each fiscal year, the City Manager shall submit a proposed budget to the City Council. After reviewing the proposed budget, the City Council shall set the date and time for a public hearing on the proposed budget and, at least 10 days prior to its scheduled date, shall cause notice of such public hearing to be published in a newspaper circulated in the City and designated by the City Council.

Copies of the proposed budget shall be available for public inspection in the office of the City Clerk at least 10 days prior to the public hearing.

 SECTION 802. PUBLIC HEARING.

The City Council shall hold a public hearing on the proposed budget at the time so advertised, or at any time to which the public hearing shall be adjourned from time to time, where interested persons shall be given an opportunity to be heard.

 SECTION 803. FURTHER CONSIDERATION AND ADOPTION.

At the conclusion of the public hearing, the City Council shall further consider the proposed budget, make any revisions that it may deem advisable, and, on or before the first day of the fiscal year, adopt the budget by a vote of at least three of its members. Upon adoption, the budget shall be in effect for the ensuing fiscal year. A copy of the budget, certified by the City Clerk, shall be filed with the City Manager. An additional copy shall remain on file in the office of the City Clerk where it shall be available for public inspection. Copies of the adopted budget shall be made available for the use of City departments.

 SECTION 804. APPROPRIATIONS.

**City of Culver City, California
Agenda Item Report**

After adoption of the budget, the amounts allocated in the budget as proposed expenditures shall be appropriated to the specified City departments, for the objects and purposes named in the budget. All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered.

 SECTION 805. AMENDMENTS.

After the adoption of the budget, the City Council may amend or supplement the budget only by a vote of at least four-fifths of its members.

The City Manager of the City of Culver City, Mr. John Nachbar, is available to provide more information regarding the Budget Process and answer any questions related to this issue that the members of the Parks, Recreation and Community Services Commission may have.

FISCAL ANALYSIS:

There is no fiscal impact associated with the discussion of this Agenda Item.

MOTION:

That the Parks, Recreation and Community Services Commission:

Receive and file information regarding the City Budget process as presented by the City Manager of the City of Culver City, Mr. John Nachbar.