**RESOLUTION NO. 2019-R006**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, AMENDING THE BYLAWS OF THE FINANCE ADVISORY COMMITTEE.

WHEREAS, the Finance Advisory Committee was established by the City Council of the City of Culver City on October 22, 2012; and

WHEREAS, the Finance Advisory Committee's purpose, organization, duties, offices, meetings, staff support, and the qualifications of the members are governed by the Finance Advisory Committee Bylaws; and

WHEREAS, the Finance Advisory has conducted a comprehensive review of the Committee's Bylaws and determined existing provisions requiring revision; and

WHEREAS, the Bylaws of the Finance Advisory Committee may only be revised by resolution of the City Council.

NOW, THEREFORE, the City Council of the City of Culver City, California, DOES HEREBY RESOLVE as follows:

1. The proposed Finance Advisory Committee Bylaws, attached hereto as Exhibit A and incorporated herein by this reference, are hereby approved and may only be amended by resolution of the City Council.

APPROVED and ADOPTED this 28th day of January, 2019.

THOMAS AUJERO SMALL, Mayor
City of Culver City, California

ATTEST:

JEREMY GREEN, City Clerk

APPROVED AS TO FORM:

CAROL A. SCHWAB, City Attorney

A19-00043

**EXHIBIT 'A' TO RESOLUTION NO. 2019-R-____**
**FINANCE ADVISORY COMMITTEE**
**BYLAWS**

## I. PURPOSE

A. To advise and make recommendations to the City Council on finance-related policies and issues as defined in these Bylaws.

## II. ORGANIZATION

A. Composition

1. The Finance Advisory Committee (hereinafter Committee) shall be comprised of up to nine (9) members appointed by the City Council, consisting of: up to three (3) Culver City residents, up to three (3) members of the Culver City business community, up to two (2) labor representatives, and up to one (1) representative of the Culver City Unified School District (CCUSD).

    a. The Resident Members shall be qualified electors of the City.

    b. The Business Community Members shall own or be a partner, officer, or manager of a duly licensed business located within the City limits.

    c. The Labor Representatives shall consist of one member representing the three non-management bargaining groups and one member representing one of the three management bargaining groups, as described below.

        i. One (1) member may be appointed from either the Culver City Employee's Association, the Culver City Firefighter's, or the Culver City Police Officer's Association. The three groups shall reach a consensus and recommend one individual belonging to any of the groups for the initial term. Individuals put forth for City Council approval shall serve a minimum of two years, or as long as a majority of the groups are in agreement. Subsequent appointees may belong to any of the groups and shall be recommended based on majority consensus of the groups for City Council approval.

ii. One (1) member may be appointed from either the Culver City Management Group, the Culver City Police Management Group, or the Culver City Fire Management Group. The three groups shall reach a consensus and recommend one individual belonging to any of the groups for the initial term. Individuals put forth for City Council approval shall serve a minimum of two years, or as long as a majority of the groups are in agreement. Subsequent appointees may belong to any of the groups and shall be recommended based on majority consensus of the groups for City Council approval.

iii. Labor representatives shall not be employees of either the Finance Department or City Manager's Office.

d. The representative of CCUSD shall be appointed by the CCUSD Board of Education. The appointee shall not be an elected member of the CCUSD Board. The CCUSD Board may delegate the appointment to the CCUSD Superintendent. The CCUSD representative appointment shall be subject to final approval of the City Council.

B. Terms of Office

1. Initially, one (1) Resident Member, one (1) Business Community Member, both labor representatives and the member appointed by CCUSD shall serve until June 30, 2014 with the remaining seats serving until June 30, 2016. Thereafter, the Resident Members and Business Community Members shall serve four year overlapping terms.

2. Members shall serve a maximum of two terms. If a member serves a partial term in excess of two (2) years, it shall be considered a full term for the purpose of these Bylaws.

3. Labor Representatives and CCUSD Representatives will not have set terms, but shall serve for at least two years prior to a replacement being proposed, barring circumstances beyond the individual's control.

4. All members shall serve at the pleasure of the City Council.

C. Qualifications

1. The Resident Members and Business Community Members shall have education/experience in business, accounting, finance or related fields.

2. In recognition that government finance is a specialized area of knowledge, it is highly desirable that each of the members possess knowledge of governmental accounting or governmental financial operations.

3. With the exception of the two (2) labor representatives, none of the remaining members shall be an elected or appointed official of the City, a City employee, nor shall he or she have immediate family members who are elected or appointed officials or employees of the City.

D. Absence of Committee Members

1. City Resolution 2017-R086 requires the City Clerk to provide an annual report of attendance to the City Council. The resolution provides, in connection with receipt of the annual report, for the forfeiture of a seat by any Member who has (1) an unexcused absence from three consecutive meetings or (2) an unexcused absence from five meetings within any six-month period. Excused absences include inability to attend due to illness or physical incapacity or any other reason that the City Council may determine is justified. This requirement is adopted as part of the bylaws of the Committee.

2. In addition to the foregoing attendance requirements, any member who within a twelve month period has four absences may be referred by the Committee Chair to the City Council for consideration of replacement.

3. Any member of the Committee may be removed at any time and without cause by a majority vote of the City Council.

E. Appointments to Fill Vacancies

1. If a vacancy occurs, the City Council may, but shall not be required to, appoint a qualified replacement for the remainder of the term for that seat.

F. Compensation and Reporting

1. Members of the Committee shall serve without compensation for their service on the Committee.

2. Members shall take any mandatory training prior to serving or, if deemed appropriate by the City Manager, within 180 days of being appointed by the City Council.

## III. DUTIES

A. General Duties

1. The Committee shall provide advice to the City Council based on the specific tasks or duties approved by the City Council, which may include, but shall not be limited to review of the revenues and expenditures of Measure Y, Measure CW, and Measure C funds consistent with the City Council Adopted Budget.

2. Methods through which the City can reduce expenditures.

3. Methods to increase or diversify City revenues.

B. Each year, the Committee shall prepare a proposed work plan of specific tasks or duties for City Council approval. The work plan, as approved or amended by City Council, shall limit focus of the Committee, until such time as additional tasks or duties are approved or assigned by the City Council.

C. The operation of this Committee is subject to all applicable laws, including but not limited to, the City Charter, the Culver City Municipal Code, and other applicable Ordinances and Resolutions adopted by the City Council (including City Council Policies).

## IV. OFFICERS

A. Designation of Officers

1. At the initial meeting and at the first meeting in or after July 1st 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.

B. Duty of Officers

1. The Chair shall preside over all Committee meetings.

2. The Vice-Chair shall act as the Chair in his/her absence.

## V. MEETINGS

A. Regular Meetings: The Committee shall meet on a monthly basis. The Committee shall meet on the second Wednesday of each month at 7:00pm, or at another time and place agreed upon by the Committee, which will facilitate the attendance and input of the public. Regular meetings may be cancelled by the Chair in the event of a lack of sufficient agenda items, or lack of quorum.

B. Special Meetings: Special meetings may be called at any time by the Chair or a majority of appointed members.

C. All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with California Government Code Section 54950).

D. A majority of appointed members shall constitute a quorum. Each Committee member shall be entitled to one vote. Approval of any matter requires an affirmative vote from the majority of the members present.

E. The latest edition of *Robert's Rules of Order* shall constitute the parliamentary guidelines for transaction of the Committee's business. Where there is a conflict between Robert's Rules of Order and the Bylaws, the Bylaws shall have precedence. Failure to strictly follow Robert's Rules of Order shall not invalidate any action of the Committee.

F. Consensus among a majority of Committee members present must exist in order to place an item on a future agenda for discussion, or to request research by staff.

## VI. STAFF SUPPORT

A. The Chief Financial Officer and Finance Department staff, as directed and determined by the Chief Financial Officer, shall provide staff support to the Committee to include:

1. Prepare and post agendas.
2. Respond to requests for information by the Committee.
3. Provide technical assistance and advice to the Committee.
4. Take minutes and coordinate preparation and dissemination of materials.
5. Perform follow-up activity as requested consistent with the duties of the Committee.

B. In the event the Chief Financial Officer determines that a request for research by the Committee is not within the approved tasks or duties of the Committee as stated in Section III of these bylaws, or that the request requires a dedication of staff time that is not available within the requirements of day-to-day operations, the Chief Financial Officer shall confer with the City Manager. The City Manager shall decide whether the staff support shall be provided in that instance. The Committee may appeal the City Manager's decision to the City Council.

## VII. AMENDMENT TO BYLAWS

The Committee shall annually review its Bylaws and make recommendations for amendments. These Bylaws may only be amended by resolution of the City Council.