Culver CITY

DAN PATACCHIA MEETING ROOM
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CULVER CITY, CALIFORNIA 90232-0507
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FINANCE ADVISORY COMMITTEE
MEETING AGENDA
Wednesday, November 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, November 11, 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 October 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. Discussion of Benchmarking Study

ITEMS FROM STAFF

S-1. Discussion of December Agenda

ITEMS FROM COMMITTEE MEMBERS

ADJOURN

THESE MINUTES ARE OFFICIAL & APPROVED BY THE
CULVER CITY FINANCE ADVISORY COMMITTEE

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

Members Present:	**GORAN ERIKSSON**, Chair **CRYSTAL ALEXANDER**, Vice Chair **RICHARD HIBBS**, Member **SEAN KEARNEY**, Member **JANE LEONARD**, Member **STEVEN REITZFELD**, Member **BRIAN SUA**, Member
Absent:	**ALEJANDRO LARA,** Member **DAVID TROVATO**, Member
Staff Present:	**Jeff Muir**, Chief Financial Officer **Erica McAdoo**, Senior Budget Management Analyst **Michelle Villongco**, Secretary

**Note: Member Leonard arrived shortly after roll call.

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Pledge of Allegiance

Brian Sua 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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Consent Calendar

Item C-1

Meeting Minutes

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 9, 2015 (ABSENT MEMBERS LARA AND TROVATO WITH CHAIR ERIKSSON ABSTAINING DUE TO HIS ABSENCE FROM THAT MEETING).

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Action Items

Item A-1

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 procedures; the desire of new Members to join committees; keeping the focus on the Benchmarking project; and agreement to make no changes.

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Item A-2

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

Member Hibbs provided an update regarding the Special Event Sponsorship Policy Review Ad Hoc subcommittee; discussed the need for additional input from Jeremy Green; minor adjustments made; clarification that the Fireworks show is the only event that received a cash grant; eliminating the language requiring that the event be based in Culver City; identifying costs involved; establishing tiers; different fees for different departments; the mandatory Request for Proposal meeting for those making waiver requests; creating an annual process; and including the permit for Culver City in the application.

Discussion ensued between staff and Committee Members regarding the fact that the item was City directed; a suggestion that meetings be consolidated and held in one day; tentative dates; the Community Charitable Event form; examining City sponsored events; Council agenda reports; available information; comparisons of total requests approved; budgets vs. actuals; staff time; the 4th of July event; changes in expenses since the venue for the fireworks show has changed; availability of budgets for events; itemized expenses; defining signature events; tiers; criteria; the City budget for events; streamlining the process; creating a process similar to grant cycles; fee waivers; cash outlay; staff time; additional expenses related to the event; tracking funding streams; actual costs for staff time spent; ensuring the expenses are not padded; payroll tracking; the new timekeeping system; effects to the City budget; creating a standard budget format for the event; organizational costs, City costs, and total cost of the event; the Grant Agreement; items presented to the City Council; drawing people from outside of the City; types of events approved by the City Council; different requirements for different events; City sponsorship; signage; the Supreme Court ruling on free speech; the City logo; banners; additional review and input from Jeremy Green and Martin Cole; agreement to send the item to City Council pending review by staff and with edits that do not materially change the intent of the item; and moving the item forward to the City Council.

THE FAC PASSED MOTION TO APPROVE THE SUBMISSION OF THE AD HOC SPONSORSHIP SUBCOMMITTEE'S RECOMMENDATIONS AS WRITTEN TO THE CITY COUNCIL PENDING STAFF REVIEW AND EDITS THAT DO NOT MATERIALLY CHANGE THE INTENT OF THE ITEM.

Chair Eriksson thanked staff and Member Hibbs for their work in the item.

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Item A-3

Discussion of Benchmarking Study

Erica McAdoo, Senior Budget Management Analyst, discussed reevaluating the timeline for the item.

Discussion ensued between staff and Committee Members regarding agreement by staff to send out information to Committee Members to help jump start the item; use of actuals; determining how much additional time should be spent on the item; moving the item forward; and concern that the data is becoming outdated.

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Items from Staff

Item S-1

Discussion of November Agenda

Jeff Muir, Chief Financial Officer, discussed upcoming items scheduled for consideration at the November meeting.

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Items from Committee Members

Vice Chair Alexander discussed The Civic Reporting Openness Negotiations and Efficiency Act.

Discussion ensued between staff and Committee Members regarding previous direction from the FAC to refer the Air BnB issue to the Planning Commission.

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Adjournment

There being no further business, at 8:15 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, November 11, 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: 11/11/2015	Item Number: A-1
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 (11/05/15)	
Department Approval: Jeff Muir (11/05/15)	

RECOMMENDATION:

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

DISCUSSION:

Item 1 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 October 14th 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.

The FAC will resume its review among three ad hoc Benchmark Review Subcommittees and staff. The FAC will discuss a consolidated document from Subcommittee reviews in anticipation of finalizing a full report for transmittal to City Council.

ATTACHMENTS:

- None