



Culver CITY

DAN PATACCHIA MEETING ROOM
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-6000
FAX (310) 253-6010

GORAN ERIKSSON, Chair
CRYSTAL ALEXANDER, Vice-Chair
RICHARD HIBBS, Member
SEAN KEARNEY, Member
ALEJANDRO LARA, Member
JANE LEONARD, Member
STEVEN REITZFELD, Member
BRYAN SUA, Member
DAVID TROVATO, Member

FINANCE ADVISORY COMMITTEE MEETING AGENDA Wednesday, January 20, 2016

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, January 20, 2016
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 December 9, 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 February 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

December 9, 2015
7:00 p.m.

CALL TO ORDER & ROLL CALL

Vice Chair Alexander called the meeting of the Finance Advisory Committee to order at 7:00 p.m. in the Dan Patacchia Meeting Room.

Members Present: **CRYSTAL ALEXANDER**, Vice Chair
 RICHARD HIBBS, Member
 SEAN KEARNEY, Member
 ALEJANDRO LARA, Member
 JANE LEONARD, Member
 STEVEN REITZFELD, Member
 DAVID TROVATO, Member

Absent: **GORAN ERIKSSON**, Chair
 BRIAN SUA, Member

Staff Present: **Erica McAdoo**, Senior Budget Management Analyst
 Michelle Villongco, Secretary

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Pledge of Allegiance

Steven Reitzfeld led 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 NOVEMBER 11, 2015 (ABSENT CHAIR ERIKSSON AND MEMBER SUA).

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Action Items

Item A-1

Approval of Measure Y Sales Tax Status Report for Transmittal to City Council

Vice Chair Alexander observed that the report was one of the main reasons for the creation of the Committee.

Erica McAdoo, Senior Budget Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding whether the City Council had ever made any comments at the presentation of the reports; clarification that Chair Eriksson is available to answer questions from the City Council; the Fiscal Year 16 budget project; final actuals; the relationship to Measure Y revenue vs. sales tax; exceptions; leveling off of revenue; businesses being brought into compliance; noticing; and formatting.

THE FAC PASSED A MOTION TO APPROVE SUBMISSION OF REPORT NO. 7 TO THE CITY COUNCIL (ABSENT CHAIR ERIKSSON AND MEMBER SUA).

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Item A-2

Discussion of Benchmarking Study

Erica McAdoo, Senior Budget Management Analyst, discussed the goal to move the study into approval mode for the January meeting; the current status of the

study; the process for calculating averages; corrections to calculation issues; and language edits.

Discussion ensued between staff and Committee Members regarding citizen interest in the FAC and the project; City Council utilization of the Benchmarking Study; the title change; adding the City seal to the document; the City seal vs. the City logo; the introduction; Committee representatives; methodology; definitions; the data points; appendix; the tone and voice of the document; review; City Council action once the document is submitted to them; length of the process; City Manager review; general findings; public view; changes to the way cities are sorted; finalizing the language of the document; daytime population information; the sources section; census figures; Benchmark City Revenue pie charts; data from the California State Controller's Office; expanding or collapsing data; the sorting order of categories; the Other Taxes category; Enterprise Funds; age of the data; the filtering process; corrections; length of the report; providing a summary; creating a useable document; General Government Expenditures; updated per capita figures; definitions; Transportation Expenses; Maintenance; General Operating Expenses; Public Works; designations; bus axle weight violations; Community Planning Expenditures; consistency; the State Controllers Report; General Fund revenue and expenses; program areas; updates; normalizing residency; FBI statistics; changing zeroes to indicate no data available; costs per rider; costs per annual service hour; putting data into context; Senior Services; Annual Admissions Registrations; Recreation Services; getting the right data; elimination of data that is unclear; the level of detail provided; programs and services that were chosen to be highlighted; other areas to explore; highlighting certain segments to add context; the cursory second review of the report; financial data; data points to correlate to dollar amounts; the importance of adding clarifying comments; cross referencing the tables; next steps in the process; and scheduling.

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Items from Staff

Item S-1

Discussion of January Agenda

Erica McAdoo, Senior Budget Management Analyst, discussed upcoming items scheduled for consideration at the January meeting.

Discussion ensued between staff and Committee Members regarding providing an update on the Event Sponsorship policy and Urban Runoff Mitigation.

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Items from Committee Members

None.

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Adjournment

There being no further business, at 8:52 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, January 13, 2016 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: 01/20/2016		Item Number: <u>A-1</u>
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 (01/15/16)		
Department Approval: Jeff Muir (01/15/16)		

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 December 9h 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 complete its review of the *Municipal Financial Benchmarking Study* in anticipation of finalizing a full report for transmittal to City Council

ATTACHMENTS:

None

MOTION:

That the FAC:

- (1) Discuss the Municipal Financial Benchmarking Study;
- (2) Make recommendations to Staff; and
- (3) Authorize transmittal to City Council.