



Culver CITY

DAN PATACCHIA MEETING ROOM
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FINANCE ADVISORY COMMITTEE Wednesday, September 11, 2013

GORAN ERIKSSON, Chair
CRYSTAL ALEXANDER, Vice-Chair
ALLAN AZRAN, Member
DESMOND BURNS, Member
RICHARD HIBBS, Member
SEAN KEARNEY, Member
ALEJANDRO LARA, Member
STEVEN REITZFELD, Member
DAVID TROVATO, Member

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, September 11, 2013

7:00 PM

Dan Patacchia Meeting Room

CALL TO ORDER & ROLL CALL:

Goran Eriksson, Chair
Allan Azran, Member
Richard Hibbs, Member
Alejandro Lara, Member
David Trovato, Member

Crystal Alexander, Vice-Chair
Desmond Burns, Member
Sean Kearney, Member
Steven Reitzfeld, Member

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not on the Agenda

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

A-1. Approval of Work Plan.

A-2. Discussion of Ad-Hoc Committees.

ITEMS FROM STAFF

S-1. Presentation on Sales Tax Information.

S-2. Presentation on Budget Balancing Actions Taken.

ITEMS FROM COMMITTEE MEMBERS

ADJOURN

City of Culver City, California
Finance Advisory Committee Agenda Item Report

Meeting Date: 09/11/2013		Item Number: <u>A-1</u>
AGENDA ITEM: Adoption of Work Plan.		
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/05/13)		
Department Approval: Jeff Muir (09/05/13)		

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee adopt a work plan for consideration by the City Council.

DISCUSSION:

The Finance Advisory Committee (FAC) bylaws state that the FAC is supposed to develop a set of work plans of specific tasks or duties for City Council approval within the first four months of its creation.

At the previous two meetings there has been discussion of the work plan. Based on the results of the discussion at the last meeting, staff has created the attached document with the initial work plans for the Committee to be submitted to City Council for consideration.

ATTACHMENTS:

1. FAC Work Plan.

MOTION:

That the FAC approve the attached work plan, with any amendments, for signature by the Chair and submission to the City Council.



CITY OF CULVER CITY

Finance Advisory Committee

DATE: September 11, 2013
TO: City Council
FROM: Finance Advisory Committee
SUBJECT: Work Plan

Pursuant to Section III(B) of the Finance Advisory Committee Bylaws, the Committee is to prepare a proposed work plan of specific tasks or duties for City Council approval within the first four months of its creation. The Committee has approved the following list for City Council consideration:

1. Develop a communications strategy for financial information on the City's website.
2. Develop a methodology for how Measure Y proceeds are reported to the public.
3. 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.
4. Review and comment on suggested modifications to budget process.
5. Review and recommendations for the City's current financial policies.
6. Review and recommendations for the long-term financial forecast.
7. Review and recommendations for addressing storm water requirement compliance.
8. Review current and potential utilization of assessment districts.
9. Review and recommendations on the City's existing Business Tax ordinance.

Pursuant to approval by the City Council, along with any items the City Council may specifically add, the Committee looks forward to working collaboratively to complete these tasks.

Signed,

Goran Eriksson, Chair

CC: John Nachbar, City Manager

City of Culver City, California
Finance Advisory Committee Agenda Item Report

Meeting Date: 09/11/2013		Item Number: <u>A-2</u>	
AGENDA ITEM: Discussion of Ad-Hoc Committees.			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/05/13)			
Department Approval: Jeff Muir (09/05/13)			

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee discuss the potential creation of Ad-Hoc Committees.

DISCUSSION:

With the establishment of a set of work plans, the Committee may now want to discuss the possibility of creating ad-hoc committees. If created, ad-hoc committees should consist of four or fewer members, be for a specific purpose and a limited duration, to avoid potential Brown Act issues.

ATTACHMENTS:

None.

MOTION:

That the FAC discuss ad-hoc committees and provide direction for future consideration.