DAN PATACCHIA MEETING ROOM
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CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-6000
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FINANCE ADVISORY COMMITTEE
MEETING AGENDA
Wednesday, June 8, 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, June 8, 2016
7:00 PM
Dan Patacchia Meeting Room

CALL TO ORDER & ROLL CALL:

Crystal Alexander, Vice-Chair
Richard Hibbs, Member
Alejandro Lara, Member
Steven Reitzfeld, Member
David Trovato, Member
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 April 13, 2016 Regular Meeting.

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

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

ITEMS FROM STAFF

S-1. Discussion of July 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	April 13, 2016 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 Patio Meeting Room.

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

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Pledge of Allegiance

Crystal Alexander 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 MARCH 9, 2016.

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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 adding items to the Work Plan; the status of current items; time frame; concern with campaign misstatements about the costs of Urban Runoff; scheduling a presentation with Public Works; the Assessment District; potential County action on Storm Water Runoff; the elimination of items 1 and 8; comments regarding the benchmarking study; the methodology for City selection; alternative service delivery methods; discomfort with making decisions for other departments; raw data; outliers; further analysis of data; City Council direction; Committee involvement with the General Plan Update; the Community Development Work Plan; the industry standard for review; and the Housing Element.

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Item A-2

Invitation to Commissions, Committees, and Boards to Provide Comment during the City's Fiscal Year 2016/2017 Budget Process

Jeff Muir, Chief Financial Officer, provided background on the item.

Discussion ensued between staff and Committee Members regarding clarification on the process; timing; monthly analysis; variance points; flexibility; input from other committees; suggestions to address a gap in the budget or to make a priority suggestion; and the mid-year report.

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Item A-3

Receive and Discuss Update from Staff on Status of the Drafted Special Event Sponsorship Policy

Jeff Muir, Chief Financial Officer, discussed format tweaks to the document and asked the Committee to review and comment.

Discussion ensued between staff and Committee Members regarding City Council adoption of policies; delegation of authority to staff; communication of comments to staff; creating the policy; corrections; re-drafting; veto-power; and Brown Act issues.

THE FAC PASSED A MOTION TO SUBMIT FEEDBACK TO STAFF ON THE DRAFT OF THE SPECIAL EVENTS POLICY.

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Item A-4

Receive Presentation from Staff on Financial Transparency Websites

Jeff Muir, Chief Financial Officer, provided a presentation on transparency platforms used by the City.

Discussion ensued between staff and Committee Members regarding opengov; Socrata; rights to uploaded data; flexibility of searches; capabilities; downloading data; number of hits received; money spent on data transparency; requirements for posting of public information; capabilities of the system; incremental costs for datasets; the State Controller; Transparent California; benchmarking; opengov monitoring of the Culver City benchmarking project; salary information; traffic on the City site; vendors; the bid process; data connection to Munis; Cost of Living Increases; and other transparency portals.

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Items from Staff

Item S-1

Discussion of May Agenda

Jeff Muir, Chief Financial Officer, discussed items for the May agenda including the Public Works Update on Urban Runoff/Storm Water.

Discussion ensued between staff and Committee Members regarding expiring terms; vacant positions; consistency of Committee Members; bargaining unit members; and changes to the bylaws.

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Items from Committee Members

Discussion ensued between staff and Committee Members regarding distribution of the Benchmarking Study.

Chair Eriksson noted that he might be leaving the Committee to serve as a City Council Member; he discussed the work of the Committee; he asserted that the Committee has been an asset to the City and has performed over expectations; and he acknowledged the certificates of recognition from the City Council.

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Adjournment

There being no further business, at 8:28 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, May 11, 2016 at 7:00 p.m. in the Patio Meeting Room.

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Michelle Villongco
SECRETARY of the Culver City Finance Advisory Committee
Culver City, California

APPROVED

Crystal Alexander
VICE 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: 06/08/2016	Item Number: A-1
AGENDA ITEM: (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.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (06/01/2016)	
Department Approval: Jeff Muir (06/01/2016)	

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) (1) discuss the approved Work Plan; (2) discuss the creation of Subcommittees, (3) (if desired) create subcommittees, and (4) (if desired) appoint members to such subcommittees.

DISCUSSION:

On March 23, 2015, the City Council approved the amended Work Plan of the Finance Advisory Committee, as follows:

1. 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.
2. Review and make recommendations on revenue opportunities that may be available to the City.
3. Continue to provide quarterly reports to the City Council on Measure Y proceeds.
4. Continue to monitor the communications strategy of financial information on the City's website.
5. Review and make recommendations for the annual updates to the long-term financial forecast.
6. Review and make recommendations for addressing urban runoff requirement compliance.
7. Review current and potential utilization of assessment districts.
8. Review and provide input to the City Council on a policy related to special event sponsorship.

The FAC has created subcommittees to begin dealing with work plan items. Currently active Subcommittees include:

City of Culver City, California

Finance Advisory Committee Agenda Item Report

1. Special Events Work Plan Item (Work Plan Item #8):
Members Alexander and Hibbs

To date, the FAC has made a recommendation to city Council on the City's Rental Assistance Program, filed quarterly status reports to Council regarding Measure-Y sales tax proceeds (Item 3), commented on and approved the recommended modifications to the budget process, made a series of recommendations regarding the City's current financial policies (Item 4), and reviewed the long-term financial forecast (Item 5). The FAC has drafted a Policy related to Special Event Sponsorship (Item 8), received presentations on the urban runoff issue from Public Works staff (Item 6), and received a presentation on the various assessment district options available to cities (Item 8). Staff continues to work with the subcommittee established to deal with the communication of financial information on the website (Item 4). Most recently, the FAC has also transmitted its Budget Benchmarking Study to City Council (Item 1).

The purpose of this item is for the FAC to discuss remaining work plan items and their priority, consider new work plan items, discuss whether subcommittees are appropriate, and if so, to establish and make appointments to them.

<u>ATTACHMENTS:</u>

None.

<u>MOTION:</u>

That the FAC:

(1) Discuss the approved Work Plan, consider new Work Plan items, and provide feedback to staff on prioritization; and

(2) Discuss the potential creation of subcommittees; and,

(3) (if desired) Create such subcommittees; and,

(4) (if desired) Appoint members to such subcommittees.