

**City of Culver City, California
Agenda Item Report**

Meeting Date: 10/22/2012		Item Number: <u>A-3</u>	
CITY COUNCIL AGENDA ITEM: (1) Consideration of the Formation of a Finance Advisory Committee and (2) Adoption of a Resolution Establishing Such Committee and Approving Its Bylaws.			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-5865	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (10/18/12)			
Department Approval: Jeff Muir (10/12/12)		City Attorney Approval: Carol Schwab (by H. Baker) (10/17/12)	
Chief Financial Officer Approval: Jeff Muir (10/12/12)		City Manager Approval: John M. Nachbar (10//12)	
 <u>RECOMMENDATION:</u> Staff recommends the City Council: 1. Consider the formation and proposed structure and duties of a Finance Advisory Committee (FAC); and 2. If the City Council determines to form an FAC, adopt a Resolution approving the FAC's Bylaws; or 3. Provide alternate direction to staff. <u>BACKGROUND:</u> At the meeting of October 8, 2012, the City Council discussed the establishment of a Finance Advisory Committee (FAC) and provided direction to staff. The proposed bylaws have been amended, based on the direction provided, and are being presented again for consideration. <u>DISCUSSION:</u> As proposed, the FAC would now consist of up to nine members appointed by the City Council. There would be three seats for Culver City residents; three seats for members of the Culver City business community; one seat representing the staff level bargaining groups (Culver City Employees Association, Culver City Firefighters, Culver City Police Officers Association); one seat representing the management level bargaining groups (Culver City Management Group, Culver City Fire			

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Management, Culver City Police Management); and one seat representing the Culver City Unified School District (CCUSD). The CCUSD representative shall be appointed by the CCUSD Board, and shall not be an elected member of the Board. The City Council shall have final approval of the CCUSD's appointment.

Based on City Council discussion, the duties of the Committee in the bylaws have become more general, addressing Measure Y revenues and expenditures, methods to reduce expenditures, and methods to increase or diversify revenues. Prior to embarking on any studies or providing recommendations, the Committee shall prepare a proposed work plan of specific tasks or duties for City Council approval. The list, as amended and approved by City Council, shall limit the focus of the FAC. Additional tasks or duties can be approved or assigned only by the City Council.

The FAC would be advisory only.

All members would be appointed by the City Council. The recommended term of each member would be four years, however four of the seats would have an initial term of approximately 18 months (to June 30, 2014) in order to stagger the terms of the FAC members. Meetings are proposed to take place on a monthly basis on the 2nd Wednesday of the month. Because the FAC would address a continuing subject matter, the FAC would be subject to the Brown Act.

Following the direction to establish the FAC, the City Clerk's Office will post the vacancies and notify the public of the opportunity to submit applications. It is expected this process will allow the City Council to consider appointments to the FAC in January, 2013.

FISCAL ANALYSIS:

There is no direct fiscal impact associated with the establishment of the Finance Advisory Committee and the adoption of the proposed Resolution. However, staff support to this Committee will have to be provided by the Chief Financial Officer and Finance Department staff. This is outside of the current work plan and will have to be absorbed within staff's existing workload.

ATTACHMENTS:

1. Proposed City Council Resolution (including Exhibit A – Bylaws)

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MOTION:

That the City Council:

1. Consider the formation and proposed structure and duties of a Finance Advisory Committee; and
2. If the City Council determines to establish a Finance Advisory Committee, adopt a Resolution establishing the Committee and approving its bylaws; or
3. Provide alternate direction to staff.