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

1 DEC 2015
Date