Culver CITY

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

FINANCE ADVISORY COMMITTEE
Wednesday, January 8, 2014

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, January 8, 2014
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

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 4, 2013 Special Meeting.

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

A-1. Presentation and Discussion on Storm Water Compliance Requirements.

A-2. Updates from the Finance Advisory Committee Ad Hoc Subcommittees.

A-3. (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.

A-4. Discussion of the Finance Advisory Committee's Role in Providing Input for the Fiscal Year 2014-15 City Budget.

ITEMS FROM STAFF

S-1. Communication of Finance Advisory Committee Recommendations and Suggestions to City Council.

S-2. Discussion of February Agenda.

ITEMS FROM COMMITTEE MEMBERS

ADJOURN

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CULVER CITY FINANCE ADVISORY COMMITTEE

REGULAR MEETING OF THE
CULVER CITY FINANCE
ADVISORY COMMITTEE
CULVER CITY, CALIFORNIA

December 4, 2013
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, 3rd Floor.

Members Present:

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

Staff Present:

Jeff Muir, Chief Financial Officer
Gracie Hasan, Secretary

o0o

Pledge of Allegiance

The Pledge of Allegiance was led by Member Trovato.

o0o

Public Comment for Items NOT On the Agenda

Chair Eriksson invited public comment.

No cards were received and no speakers came forward.

o0o

Consent Calendar

Item C-1

Meeting Minutes

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 13, 2013.

o0o

Action Items

Item A-1

Updates from the Finance Advisory Committee Ad Hoc Subcommittees

Vice Chair Alexander provided an update on the Budget Process and Financial Policies Ad Hoc Subcommittee.

Discussion ensued between Members and staff regarding opengov.com; the City website; filters; resident comments; site analytics; and length of time spent on the site.

Vice Chair Alexander discussed the outcome reached with the Budget Process Committee; Financial Policies; financial reporting on the City website; and, developing a Budget in Brief document.

Discussion ensued between staff and Members regarding hyperlinking documents on the City website; the Executive Summary; the Budget Message; and separating by functional area.

Budget Process:

THE FAC PASSED A MOTION TO APPROVE RECOMMENDATIONS OF THE BUDGET PROCESS AND FINANCIAL POLICIES AD HOC SUBCOMMITTEE TO (1) HYPERLINK THE BUDGET DOCUMENT ON THE CITY'S WEBSITE AND (2) TO DEVELOP A "BUDGET IN BRIEF" DOCUMENT OF 20 PAGES OR LESS TO SUMMARIZE IMPORTANT ISSUES IN THE ANNUAL BUDGET, AND FORWARD TO THE CITY COUNCIL.

Action Items (Continued)

Item A-1

Financial Policies:

Additional discussion ensued between staff and Members regarding the Newport Beach reserve policy; Culver City financial policies; and self-insurance reserves.

THE FAC PASSED A MOTION TO APPROVE RECOMMENDATIONS OF THE BUDGET PROCESS AND FINANCIAL POLICIES AD HOC SUBCOMMITTEE TO REVISE THE CITY'S FINANCIAL RESERVE POLICY TO MINIMALLY INCLUDE THE FOLLOWING CHANGES: (1) PLAIN DEFINITIONS OF RESERVE CLASSIFICATIONS, (2) ROBUST PLANS FOR THE CONTINGENCY RESERVE, INCLUDING HOW IT WILL BE REPLENISHED AND STRENGTHENED, (3) MORE DISCUSSION REGARDING SELF-INSURANCE RESERVES, AND (4) POST-RETIREMENT EMPLOYMENT BENEFIT FUNDING POCILIES.

Financial Reports on the City's Web Site:

THE FAC PASSED A MOTION TO APPROVE RECOMMENDATIONS OF THE BUDGET PROCESS AND FINANCIAL POLICIES AD HOC SUBCOMMITTEE TO (1) ASSESS HOW EACH OF THE REPORTS MAY BE USED AND HOW OFTEN THEY ARE ACCESSED, (2) MAKE AN INVENTORY OF REPORTS ALREADY POSTED AND DETERMINE WHAT IS MISSING, (3) DEVELOP STANDARDS TO ESTABLISH A TIME FRAME AS TO WHEN A REPORT IS TO BE POSTED AND WHEN IT SHOULD BE REMOVED OR ARCHIVED, AND (4) ASSESS HOW THE REPORTS ARE PRESENTED ON THE WEB PAGE TO DETERMINE IF OPTIMAL NAVIGATION IS PROVIDED.

Jeff Muir, Chief Financial Officer, received clarification regarding procedures for moving forward.

Discussion ensued between staff and Members regarding communication with the City Council; timing; the FAC meeting minutes; expectations; and highlighting specific items.

o0o

Items From Staff

Item S-1

Review and Comment on Suggested Modifications to City Budget Process

Discussion ensued between staff and Members regarding the two-year budget; the internal auditing function of the City; the proposed revisions to the process; departmental budget requests; the internal management audit function; the practices of other cities; the Controller job classification; the organization chart for the City; the online budget transparency tool; training; the new finance system; the Citizen Budget Input Box; addressing the needs of different populations; the Budget Challenge; the level of public interest; providing public access; engaging the public; Coffee with a Cop; participation of the FAC in the budget process; changes to the FAC recommendation; edits by the City Manager Office; specific roles of various Commissions; participation by different bodies; timing; Commission recommendations; discretion of the City Manager; the mid-year analysis; fiscal input locations; resident email; outreach; and physical vs. digital.

THE FAC PASSED A MOTION TO RECOMMEND THAT ALL COMMISSIONS, BOARDS AND COMMITTEES BE INCLUDED IN THE BUDGET PROCESS.

Additional discussion ensued between staff and Members regarding the Budget in Brief document; availability of information; budget activity and data; formal reports to the City Council; quarterly reports; and Committee review of the Budget in the third quarter of 2014.

Item S-2

Discussion of January Agenda

Jeff Muir, Chief Financial Officer, discussed upcoming agenda items.

Discussion ensued between staff and Members regarding Ad Hoc Committee updates, and creating another Ad Hoc Committee to address items in the Workplan.

o0o

Items from Committee Members

Chair Eriksson discussed a decision made by the Department of Finance regarding monies to be paid back by the Successor Agency to the state.

Items from Committee Members (Continued)

Discussion ensued between Members and staff regarding the dissolution of the Redevelopment Agency; enforceable obligations; the meet and confer request; distribution of money; cash and cash equivalents; the long range property management plan; negotiation; and future action.

Chair Eriksson thanked everyone for their work over the past year and wished them Happy Holidays.

o0o

Adjournment

There being no further business, at 8:38 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, January 8, 2014 at 7:00 p.m. in the Dan Patacchia Meeting Room.

o0o

Gracie Hasan
SECRETARY of the Culver City Finance Advisory Committee
Culver City, California

APPROVED

Goran Eriksson
CHAIR of the Finance Advisory Committee, Culver City, California

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 01/08/2014	Item Number: A-3
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 (01/03/14)	
Department Approval: Jeff Muir (01/03/14)	

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:

The City Council approved the Work Plan document as recommended by the FAC with one added item at their September 26, 2013 meeting. The item added was to review the current Rental Assistance Program that was formerly funded by the Redevelopment Agency, possible funding options to continue the program, and at what cost to other programs or functions continuing the program might come.

In October, the FAC created subcommittees to begin dealing with work plan items. To date, the FAC has made a recommendation on the Rental Assistance Plan item added by City Council, commented on and approved the recommended modifications to the budget process (Item 4), and made a series of recommendations regarding the City's current financial policies (Item 5). Staff continues to work with the subcommittee established to deal with the communication of financial information on the website (Item 1) and reporting on Measure Y proceeds (Item 2).

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

ATTACHMENTS:

None.

City of Culver City, California

Finance Advisory Committee Agenda Item Report

MOTION:

That the FAC

(1) Discuss the approved Work Plan 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) Appointment members to such subcommittees.

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 01/08/2014	Item Number: A-4
AGENDA ITEM: Discussion of Finance Advisory Committee's Role in Providing Input for the Fiscal Year 2014-15 City Budget.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (01/03/14)	
Department Approval: Jeff Muir (01/03/14)	

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) discuss its role in providing input for the Fiscal Year 2014-15 City budget.

DISCUSSION:

At the previous meeting, the FAC reviewed the modifications proposed by the CFO and City Manager to the City's annual budget process. The FAC recommended a modification to the recommendations being presented to the City Council to expand the opportunity for input to all commissions, committees and boards. The City Council accepted the proposed modifications.

The purpose of this item is to have discussion as to what role the FAC would like to play in providing recommendations towards the next budget. Other commissions, committees and boards are more focused on a specific area or department, and it is expected their recommendations would be confined to those areas. The FAC has a broader charge. The FAC also has specific work plan items to review and make recommendations for the long-term financial forecast (Item 6) and to undertake a Budget Benchmarking Project (Item 3). After discussion, the FAC should determine if there is consensus to move in a particular direction towards providing input beyond the existing work plan, if further discussion is required, or some alternative.

ATTACHMENTS:

None.

MOTION:

That the FAC discuss this item and provide direction to staff for future agendas.

City of Culver City, California

Finance Advisory Committee Agenda Item Report

Meeting Date: 01/08/2014	Item Number: S-1
AGENDA ITEM: Communication of Finance Advisory Committee Recommendations and Suggestions to City Council.	
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (01/03/14)	
Department Approval: Jeff Muir (01/03/14)	

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) receive a presentation on how the communication of FAC recommendations and suggestions to City Council will occur.

DISCUSSION:

At the previous meeting, there was some discussion amongst FAC members as to how recommendations or suggestions that are approved by the FAC will be communicated to City Council.

After discussion with the City Manager, the method going forward will be that after meetings where the FAC takes a formal action to approve a recommendation or suggestion for City Council consideration, the Chief Financial Officer will send an e-mail to the City Council informing them of such actions. If the recommendation or suggestion is something that requires City Council action, an agenda item will be scheduled for an upcoming City Council meeting.

The Chief Financial Officer has sent an e-mail to the City Council informing them of this process moving forward, as well as informing them of actions taken to date.

ATTACHMENTS:

None.

MOTION:

That the FAC discuss this item and provide input to staff.