



Culver CITY

PATIO MEETING ROOM, 3rd Floor
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-6000
FAX (310) 253-6010

FINANCE ADVISORY COMMITTEE SPECIAL MEETING Wednesday, December 4, 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 SPECIAL MEETING AGENDA

Wednesday, December 4, 2013

7:00 PM

Patio Meeting Room, 3rd Floor

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 November 13, 2013 Regular Meeting.

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

A-1. Updates from the Finance Advisory Committee Ad Hoc Subcommittees.

ITEMS FROM STAFF

S-1. Review and Comment on Suggested Modifications to City Budget.

S-2. Discussion of January 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

November 13, 2013
7:00 p.m.

CALL TO ORDER & ROLL CALL

Chair Eriksson called the meeting of the Finance Advisory Committee to order at 7:02 p.m. in the Dan Patacchia Meeting Room.

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

Absent: **DAVID TROVATO**, Member

Staff Present: **Jeff Muir**, Chief Financial Officer
 Gracie Hasan, Secretary

o0o

Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Alexander.

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 OCTOBER 9, 2013 (ABSENT MEMBER TROVATO).**

o0o

Action Items

Item A-1

Updates from the Finance Advisory Committee Ad Hoc Subcommittees

Vice Chair Alexander distributed notes that she had made from the budget meeting and summarized them; discussed a webinar that she took on OpenGov; a cloud based system to map data from the City's financial system; marketing; creating a hyperlink to the adopted budget document; creating a budget in brief; financial policies; the City reserve policy; updates; crossover between subcommittees; and the survey on the City website.

Discussion ensued between Members and staff regarding posting information on the website; tracking which documents the public is most interested in; archiving older reports; navigation on the finance webpage; posting questions on the website; the process for developing the City budget; Commission input into the budget; practices of other cities; and the ongoing nature of the budget.

Jeff Muir, Chief Financial Officer, reported meeting with the City Manager regarding suggestions for a revised City budget process; he discussed the General Fund report and Year End Wrap Up; OpenGov; transparency; scheduling; the mid-year review; department and Commission involvement; the process; and input points.

Additional discussion ensued between staff and Members regarding actionable items; setting standards on timeframes; reserve policies; posting the audit for Fiscal Year 11-12 on the Internet; the Budget Monitoring Report for 2012-2013; keeping reports current; and archiving old reports.

Action Items (Continued)

Item A-1

Member Reitzfeld provided an update on the meeting of Rental Assistance Program (RAP) subcommittee; discussed program costs; the five-year limit; the amount paid for by the City; Federal programs; addressing the disabled and elderly population; and the Emergency Hotel Voucher Program.

Discussion ensued between Members and staff regarding Section 8 housing; the General Fund; vouchers; average subsidies; staffing costs; covenant monitoring; City monitoring vs. County monitoring; local control; the Saint Joseph Center contract; the homeless population in Culver City; outreach and usage; the voucher program; the Red Cross; repercussions of discontinuing the RAP; subsidies vs. funding; the five-year program; redevelopment money; financial commitments; length of time to phase out the program; remaining funds; clean up bills for the dissolution of redevelopment; whether the General Fund should pay for the program; direct costs and indirect costs; making sure that residents are aware of other types of assistance; evaluating services received by residents; criteria for determining levels of assistance; and City Council direction.

THE FAC PASSED A MOTION THAT THE FINANCIAL ADVISORY COMMITTEE HAS DETERMINED THAT IT DOES NOT MAKE FINANCIAL SENSE THAT THE GENERAL FUND SUPPORT THE RENTAL ASSISTANCE PROGRAM, WITH MEMBER HIBBS ABSTAINING (ABSENT MEMBER TROVATO).

Further discussion ensued between Members and staff regarding the homeless voucher program; addressing emergency situations; the Saint Joseph program; Community Development Block Grant funds; funding sources; efforts to address the homeless issue; mental illness in the homeless population; resistance to assistance; and tracking by the Saint Joseph program.

THE FAC PASSED A MOTION THAT THE FINANCIAL ADVISORY COMMITTEE SUPPORT THE CONTINUATION OF THE HOMELESS VOUCHER PROGRAM WITH AN EXAMINATION OF ALTERNATIVE FUNDING SOURCES (ABSENT MEMBER TROVATO).

Discussion ensued between Members and staff regarding the Communication Strategy and Measure Y Reporting Methodology subcommittee; information for Measure Y on the City website; practices of other cities that had a tax increase; reporting methods and timeframe; the amount of Measure Y money coming from residents vs. non-residents; the website re-design; how to present results off-line; the re-design of the City website; frequency of payment and reporting; and businesses that have not reported.

o0o

Items from Staff

Item S-1

2013 Second Quarter Measure Y Information

Jeff Muir, Chief Financial Officer, provided an update and distributed reports to Board Members that he summarized, noting the confidentiality of the information.

Discussion ensued between staff and Members regarding the budget for Fiscal Year 2013-2014; projections; Measure Y top collectors vs. top sales tax collectors; types of Measure Y businesses; confidentiality issues; the need for additional data; transaction tax vs. sales use tax; Geo Area reports; and other types of reports.

THE FAC PASSED A MOTION THAT THE FINANCIAL ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT (ABSENT MEMBER TROVATO).

o0o

Item S-2

Staff Presentation on Web Financial/Budget Transparency Tools

Jeff Muir, Chief Financial Officer, provided a presentation on OpenGov.

Discussion ensued between staff and Members regarding salaries for other cities; the Grand Jury Reports; options for downloading the data; the ability to isolate data; revenue vs. expenditures; updates; historical data; comparisons; marketing the data to the public; internal feedback; the ability to add comments; soliciting feedback from the public; Next10.org; the California Budget Challenge; making priority decisions; previous budgets; city challenges; comparable cities; participation; and OpenGov.

o0o

Item S-3

Discussion of December Agenda

Discussion ensued between staff and Members regarding the storm water issue; the Culver City share of the overall watershed; the consulting firm; and subcommittee reports.

o0o

Items from Committee Members

Vice Chair Alexander discussed an article in the newspaper regarding Cerritos and their redevelopment money.

Discussion ensued between Members and staff regarding the State Controller audit; the Department of Finance; protective measures taken; shifted assets; the possibility of a bond to pay off the state; side settlement discussions; and the order to return \$22 million to the Successor Agency.

o0o

Adjournment

There being no further business, at 9:11 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, December 11, 2013 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: 12/04/2013		Item Number: <u>A-1</u>
AGENDA ITEM: Updates from the Finance Advisory Committee Ad Hoc Subcommittees.		
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (11/26/13)		
Department Approval: Jeff Muir (11/26/13)		

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) receive updates from the Ad Hoc Subcommittees.

DISCUSSION:

The FAC approved the establishment of three Ad Hoc Subcommittees at the October 2013 meeting as follows:

Communications Strategy and Measure Y Reporting: Azran, Eriksson & Trovato.

Rental Assistance Program: Burns, Lara & Reitzfeld

Budget Process and Financial Policies: Alexander, Hibbs & Kearny

It is recommended that each subcommittee provide a brief report of actions and discussions to date to the full board. It is intended for this to be a standing agenda item for such monthly updates, until the Ad Hoc Subcommittees complete their work.

ATTACHMENTS:

None.

MOTION:

That the FAC:

- (1) Receive updates from the Ad Hoc Subcommittees; and
- (2) Make comments and/or take actions, if any, and receive and file any report(s).

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

Meeting Date: 12/04/2013		Item Number: <u>S-1</u>
AGENDA ITEM: Review and Comment on Suggested Modifications to City Budget Process.		
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (11/26/13)		
Department Approval: Jeff Muir (11/26/13)		

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) review the proposed modifications to the City budget process and provide any desired comments for City Council consideration.

DISCUSSION:

Item 4 on the approved Finance Advisory Committee (FAC) Work Plan was to 'Review and comment on suggested modifications to budget process.' The Chief Financial Officer and the City Manager have developed revisions to the City's annual budget process in order to allow for more input from the public and City Council prior to development of the proposed budget. Staff plans to present this item at the City Council meeting of December 9th, and therefore is seeking feedback from the FAC to be shared at that meeting. The budget calendar is presented below with additional items marked as 'NEW'.

November

- Preliminary General Fund Year-End Report on FY 12-13
- **NEW** - Implement online budget transparency tool (OpenGov)

January

- Mid-Year Budget Review Process Kick-off
- **NEW** - Open 'Citizen Budget Input Box' for budget input ideas

February

- Mid-Year Review Departmental Meetings with City Manager
- City Council Presentation of Mid-Year Budget
 - o Overall Presentation of Mid-Year Results
 - o Projection for Year-End and Update 5 Year Forecast
 - o **NEW** - Department Presentations of Discussion of Current 13-14 Work Plans and Proposed 14-15 Work Plans
 - o **NEW** - City Council Input on Work Plans and Priorities
 - o **NEW** - Pre-Proposed Budget Public Comment Period

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

- Commissions internally discuss any budget / work plan recommendations

March

- Department's prepare FY 14-15 budget requests / information
- **NEW** - 2nd Pre-Proposed Budget Public Comment Period (optional)
- **NEW** - Commissions internally discuss any budget / work plan recommendations

April

- Budget materials due from Departments
- **NEW** - Commissions may submit written recommendations to City Manager by mid-April.
- Departments meet with City Manager
- **NEW** - Implement Budget Challenge tool
- Preparation of Proposed Budget document

May

- Presentation of Proposed Budget / Public Comment Period at first meeting
- **NEW** – Release of 'Budget At-A-Glance' document (tentative)
- Departmental Presentations to City Council

June

- **NEW** - 2nd Public Comment Period on Proposed Budget at first June meeting (deadline for any final Commission feedback to City Council)
- Final Budget Public Hearing / Budget Adoption at second June meeting

The FAC may consider conveying to City Council that it supports the recommendations from staff, that it supports the recommendations with amendments, that it does not support the recommendations from staff, or provide other feedback for City Council consideration.

ATTACHMENTS:

None

MOTION:

That the FAC review the proposed modifications to the budget process and provide any feedback to be conveyed to City Council.