



Culver CITY

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

GORAN ERIKSSON, Chair
CRYSTAL ALEXANDER, Vice-Chair
RICHARD HIBBS, Member
SEAN KEARNEY, Member
ALEJANDRO LARA, Member
JANE LEONARD, Member
STEVEN REITZFELD, Member
BRYAN SUA, Member
DAVID TROVATO, Member

FINANCE ADVISORY COMMITTEE MEETING AGENDA Wednesday, April 13, 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, April 13, 2016
7:00 PM

Patio Meeting Room

CALL TO ORDER & ROLL CALL:

Goran Eriksson, Chair
Richard Hibbs, Member
Alejandro Lara, Member
Steven Reitzfeld, Member
David Trovato, Member

Crystal Alexander, Vice-Chair
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 March 9, 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
- A-2.** Invitation to Commissions, Committees, and Board to Provide Comment during the City's Fiscal Year 2016/2017 Budget Process
- A-3.** Receive and Discuss Update from Staff on Status of the Drafted Special Event Sponsorship Policy.
- A-4.** Receive Presentation from Staff on Financial Transparency Websites

ITEMS FROM STAFF

S-1. Discussion of May 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

March 9, 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 Dan Patacchia Meeting Room.

Members Present:

GORAN ERIKSSON, Chair
CRYSTAL ALEXANDER, Vice Chair
SEAN KEARNEY, Member
ALEJANDRO LARA, Member
JANE LEONARD, Member
STEVEN REITZFELD, Member
BRIAN SUA, Member

Absent:

RICHARD HIBBS, 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 FEBRUARY 10, 2016 (ABSENT MEMBERS HIBBS AND TROVATO).

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Action Items

Item A-1

Approval of Measure Y Sales Tax Status Report for Transmittal to City Council

Discussion ensued between staff and Committee Members regarding a discrepancy in figures between the text and the graph; rounding figures; staff agreement to clarify; amazon.com; and distribution.

THE FAC PASSED A MOTION TO APPROVE TRANSMITTAL OF THE MEASURE Y SALES TAX STATUS REPORT TO THE CITY COUNCIL (ABSENT MEMBERS HIBBS AND TROVATO).

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Item A-2

(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

Jeff Muir, Chief Financial Officer, discussed the need to reevaluate the document.

Discussion ensued between staff and Committee Members regarding the time frame for submission of the revised Work Plan to the City Council; updating item #1; Revenue Opportunities; Special Events; Benchmarking; Measure Y; changes to parking rates and restrictions; the RFP process for a new parking operator; the RFP for new parking access and revenue control equipment; increasing

efficiency of egress in the structures; the availability of financial information online; updating the budget process; financial transparency; monitoring online financial information; addressing issues as they arise; Council Member interest; public interest; storm water issues; requirements; polling research; best efforts to comply; funding sources; assessment districts; sidewalk easements; maintenance of parkway areas; financial repercussions; drought tolerant plantings; ADA issues; the upcoming election; remaining project work; ongoing work; quarterly and annual tasks; gathering information for a more informed storm water discussion; eliminating task #4; having a mechanism to analyze information on the City website; best business practices; page view statistics; ensuring there is an action associated with the intention behind each work plan item; vendor updates; Committee structure; continuity of membership; the will of the City Council vs. labor group requests; the Management Group rotation of Members; regular Member terms; appointments; City policy with regard to partial term length; adjustment of bylaws; the importance of communication between Management Groups; extending the time period for Management Groups to provide for consistency; the importance of City Council input; work plan discussions; and agreement to hold the item until additional feedback is received from the City Council during budget work plan sessions and from the new City Council.

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Items from Staff

Item S-1

Discussion of April Agenda

Jeff Muir, Chief Financial Officer, discussed items for the April agenda including presentation on the transparency information and the website, and update on the Special Event policy.

Discussion ensued between staff and Committee Members regarding whether to keep the update of the work plan on the agenda as a placeholder, and budget input.

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Items from Committee Members

Chair Eriksson reported meeting with Chief Bixby and Allen Azran to discuss the Benchmarking Study.

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Adjournment

There being no further business, at 7:55 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, April 13, 2016 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

Date

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

Meeting Date: 04/13/2016		Item Number: <u>A-1</u>	
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 (04/08/2016)			
Department Approval: Jeff Muir (04/08/2016)			

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 storm water 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, Eriksson 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 storm water 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, whether subcommittees are appropriate, and if so, to establish and make appointments to them.

ATTACHMENTS:

None.

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) Appoint members to such subcommittees.

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

Meeting Date: 04/13/2016		Item Number: <u>A-2</u>
AGENDA ITEM: Invitation to Commissions, Committees, and Board to Provide Comment during the City’s Fiscal Year 206/2017 Budget Process.		
Contact Person/Dept.: Jeff S. Muir/Finance	Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (04/08/15)		
Department Approval: Jeff Muir (04/08/15)		

RECOMMENDATION:

Staff recommends that the Finance Advisory Committee (FAC) receive the invitation from the City Council to provide comments during the City's Fiscal Year 2016/2017 Budget Process.

BACKGROUND AND DISCUSSION:

As of the 2014/2015 Fiscal Year, the City Council has created an enhanced budget process. This process provides additional opportunities for the public to provide input into the budget document. Continuing this process into the upcoming budget cycle, the City Council has specifically invited members of the City's Commissions, Committees, and Boards to provide comments during the City's Fiscal Year 2016/2017 Budget Process.

Attached is the Budget Calendar for this fiscal year. Members of the City's Commissions, Committees and Board are welcome to attend any and all of the public meetings of the City Council at which the budget will be reviewed and ultimately considered for adoption by the City Council.

As the City Manager's Proposed Budget for Fiscal Year 2016/2017 is created, Members of the City's Commissions, Committees, and Board are welcome to provide comments on the proposals. As the process moves forward, you may transmit any comments on the budget to the staff supporting your body.

ATTACHMENTS:

Budget Calendar – Fiscal Year 2016/2017

MOTIONS:

That the Finance Advisory Committee:

Acknowledge the invitation from the City Council to provide comments during the City's Fiscal Year 2016/2017 Budget Process and receive and file this report.

Culver CITY
Budget Calendar
Fiscal Year 2016 - 17

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP	1/25/2016	Budget & Finance	Preliminary General Fund Year-End Report on FY14-15
OB/CIP/SA	Week of 1/18/2016	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/8/2016	Budget & Finance	Print Public Notice (for 2/22/2016)
OB/CIP/SA	Week of 2/8/2016	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/22/2016	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Presentation of Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	2/1 - 4/8/2016	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP	3/7/2016, 3/8/2016, 3/21/2016	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY15-16 Work Plan Status Updates & Proposed FY16-17 Work Plans - Department Presentations & Discussions of Grant Funding Utilization and Opportunities - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/7/2016	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	3/22/2016	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	4/8/2016	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	4/11/2016	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects
OB/CIP/SA	4/12 - 4/22/2016	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/25/2016	Budget & Finance	Print Public Notice (for 5/9/2016)

Culver CITY
Budget Calendar
Fiscal Year 2016 - 17

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	4/25- 5/4/2016	Budget & Finance	Prepare and assemble 2016-17 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/2/2016	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/9/2016	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/23/2016 & 6/6/2016 (Tentative)	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council
OB/CIP	5/23/2016	Budget & Finance	Print Public Notice (for 6/6/2016)
OB/CIP	6/6/2016	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/6/2016	Budget & Finance	Print Public Notice (for 6/20/2016)
OB/CIP/SA	6/27/2016	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 16-17 Budget and Prop 4 Gann Limit - Adopt 16-17 Capital Budget
OB/CIP/SA	7/1/2016	Budget & Finance	Implement Adopted 2016-17 Budget
OB/CIP/SA	July / August 2016	Budget & Finance	Update budget book to reflect City Council decisions and update final 2015-16 accomplishments
OB/CIP/SA	July / August 2016	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2016	Budget & Finance	Post Adopted Budget on City Website

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

Meeting Date: 04/13/2016		Item Number: <u>A-3</u>	
AGENDA ITEM: Receive and Discuss Update from Staff on Status of the Drafted Special Event Sponsorship Policy.			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (04/08/16)			
Department Approval: Jeff Muir (04/08/16)			

RECOMMENDATION:

Staff recommends the Finance Advisory Committee (FAC) receive a report on the status of the drafted Special Event Sponsorship Policy.

DISCUSSION:

On November 10, 2014, the City Council directed the FAC to review a policy for City support of special events for City Council consideration. The City Council receives regular requests for funding assistance and sponsorship for special events. Sponsorship requests for the City have been historically approved on a case-by-case basis in the form of fee waivers for City permits and staffing costs, cash sponsorships or financial reimbursements. The fiscal effect of the increasing volume and value of requests has generated concern by Council members.

A Special Event Sponsorship Policy Review ad hoc subcommittee was formed to research and provide a recommendation. The Subcommittee presented its drafted report on October 14, 2015 at which time the FAC approved the application and process packet be transmitted to Council, but instructed Staff to first conduct internal review with key departments to ensure its recommendation would not impose any known issues.

Since this time, Staff has reviewed the drafted report internally. The feedback received produced considerable modifications to the format of the FAC approved application and process packet. Staff will present these noted changes with the FAC and discuss for approval to transmit a revised Special Event Sponsorship Policy to City Council.

ATTACHMENTS:

None

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

MOTION:

That the FAC:

- (1) Receive a report from Staff on the Status of the Special Event Sponsorship Policy Review ad hoc subcommittee;
- (2) Discuss and make recommendations on Proposed Special Event Policy; and
- (3) Approve Proposed Special Event Policy for transmittal to City Council.

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

Meeting Date: 04/13/2016		Item Number: <u>A-4</u>	
AGENDA ITEM: Receive Presentation from Staff on Financial Transparency Websites.			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (04/08/16)			
Department Approval: Jeff Muir (04/08/16)			
<u>RECOMMENDATION:</u> Staff recommends the Finance Advisory Committee (FAC) receive a report on the status of Financial Transparency Websites. <u>DISCUSSION:</u> Item 4 of the FAC Work Plan is to 'Continue to monitor the communications strategy of financial information on the City's website.' Through recommendations of the FAC, the City has expanded financial transparency by leveraging technology to provide readily accessible fiscal information. The City currently utilizes two data financial transparency applications: OpenGov and Socrata. Further, the City has added functionality where the public can submit budget comments that would be delivered via e-mail. Staff will present the current status of its Government Financial Transparency sites and receive feedback from the FAC on additional avenues of communications it would like to pursue. <u>ATTACHMENTS:</u> None			