

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

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

January 9, 2019
7:00 p.m.

CALL TO ORDER & ROLL CALL

Chair Leonard called the regular meeting of the City of Culver City Finance Advisory Committee to order at 7:00 p.m. in the Dan Patacchia Meeting Room at City Hall.

Members Present:

JANE LEONARD, Chair
DARREL MENTHE, Vice Chair
CRYSTAL ALEXANDER, Member
NANCY BARBA, Member
JOSE CASAREZ, Member
CHRISTOPHER HARRIS, Member*
SEAN KEARNEY, Member
ALEJANDRO LARA, Member
BRYAN SUA, Member

*Member Harris arrived at 7:04 p.m. and exited the meeting at 8:22 p.m.

Staff Present:

Erica McAdoo, Procurement & Financial Services Mgr.
Michelle Villongco, Secretary

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Pledge of Allegiance

The Finance Advisory Committee recited the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

Chair Leonard 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 ADJOURNED FINANCE ADVISORY COMMITTEE MEETING OF NOVEMBER 14, 2018 (WITH MEMBERS KEARNEY AND LARA ABSTAINING).

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Order of the Agenda

Item A-2 was moved forward on the agenda.

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Action Items

Item A-2
(Out of Sequence)

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

Erica McAdoo, Procurement & Financial Services Manager, indicated that the report reflected the full fiscal year; she gave kudos to the former Chief Financial Officer (CFO) for his accurate projections; and she noted the sunset of Measure Y on March 31, 2023 if it is not reauthorized by the voters.

Discussion ensued between staff and Committee Members regarding clarification on Amazon.

Member Harris joined the meeting.

THE FAC PASSED A MOTION TO APPROVE TRANSMISSION OF THE MEASURE Y SALES TAX STATUS REPORT TO THE CITY COUNCIL.

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Item A-1

Administration of the Oath of Office to the Newly Appointed Committee Member

Michelle Villongco, Secretary, administered the Oath of Office to Christopher Harris.

Member Harris provided background on himself.

Committee Members and staff introduced and provided background on themselves.

Chair Leonard explained actions taken in Item A-2.

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Item A-3

(1) Discuss Finance Advisory Committee Bylaws; and if necessary (2) Recommend Proposed Amendments for Transmittal to the City Council

Erica McAdoo, Procurement & Financial Services Manager, displayed proposed changes received from FAC Members.

Discussion ensued between staff and Committee Members regarding adding language to allow for flexibility with regard to choosing the best people in the business community; vacant seats; clarification that store managers do not always understand tax implications; keeping options open; recruitment efforts for the business seat; engagement of the business community; primary operators that might not be situated in the City; the Culver City Sustainability Initiative; the original mission of the Committee; balance and composition of the Committee; providing various viewpoints on the Committee; the upcoming review of the Business Tax; School District representation; the update to allow Management and Labor group representatives to stay on as long as they are endorsed by their organization; providing the same update to language for the Culver City Unified School District (CCUSD) representative; coordination with the City Clerk's office; relieving the burden of the term limit for certain positions; incorporating the City resolution on absences with the Committee rule; use of the word "may" rather than "shall;" retaining the discretion of the Chair; the definition of excused absences; City Council resolution language; issues encountered by other Committees; absences of Members due to work obligations; formatting updates; review of changes by the City Attorney's Office; delineating specific responsibilities of the FAC; frequency of review of the Bylaws; City Council

determination of ballot language regarding FAC review items; annual review of the Work Plan; clarification that bylaws govern changes of protocol; making new Council Members aware of FAC activities; the budget process; designation of officers; discretion of the Chair to call special meetings or to cancel meetings under certain circumstances; consistency of tense under Staff Support; clarification that the FAC can review the Bylaws but City Council approval is necessary to implement them; clarification regarding who proposes amendments; qualifications; conflict of interest issues; and staff agreed to research the definition of elected and appointed officials to see if additional amendments are required and if no additional changes are necessary, the item can be transmitted to the City Council.

THE FAC PASSED A MOTION TO RECOMMEND PROPOSED AMENDMENTS TO THE FAC BYLAWS FOR TRANSMITTAL TO THE CITY COUNCIL.

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Item A-4

(1) Receive Report on Veterans Memorial Building General Fund Activity; (2) Discuss Feasibility of Veterans Memorial Building Becoming an Enterprise Fund; and (3) Provide a Recommendation for Transmittal to City Council

Erica McAdoo, Procurement & Financial Services Manager, provided a summary of the material of record, discussed illustrating revenues vs. expenses; actuals; changes over the years and clarification that self-sustaining includes capital expenditures.

Discussion ensued between staff and Committee Members regarding reasons or increased expenses; the Enterprise Fund; grants; funding of capital expenditures; General Funds; other funding sources; clarification that Veterans Auditorium is part of Parks and Recreation; the feeling that an Enterprise Fund is not feasible; the updated Facilities Management Plan; the Fees and Charges Study; the subsidized nature of Parks and Recreation; facilities rental charges determined by market analysis; responsibility for the efficiency of operations; the Benchmark Study; community input into the budget process; contractual services; facilities equipment and purchases; frequency of fee studies; the departure of the previous CFO; recommended inclusion of the FAC in the review of fees and charges; Consumer Price Index (CPI) adjustments in order to catch up and more closely align revenue and expenses; involvement of the departments in the study and recommendations; room rental fees; breakout by categories; different rates to achieve higher than the market rate for non-residents; building reserves; agreements with other municipalities; top line revenue potential; utilization rate; the consultant; status of the report; and the recommendation that the Veterans Memorial Auditorium not become an Enterprise Fund, with the potential for

consideration in the future.

THE FAC APPROVED A MOTION TO RECOMMEND AGAINST THE VETERANS MEMORIAL BUILDING BECOMING AN ENTERPRISE FUND.

Erica McAdoo, Procurement & Financial Services Manager, indicated that she would transmit the recommendation to the City Council and to the Parks, Recreation and Community Services Director.

Discussion ensued between staff and Committee Members regarding average meeting length.

Member Harris exited the meeting at 8:22 p.m.

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Item A-5

(1) Discussion of Quarterly Committee Report of FAC Activities; (2) Authorization for Transmittal to City Council; and (3) Establishment of an Ongoing Schedule for Future FAC Quarterly Reporting to the City Council

Chair Leonard discussed quarterly reports to the City Council; reviewing FAC accomplishments; items considered; reporting by submitting a card at the City Council meeting and being granted three minutes or less to speak; she suggested providing a written report; trying to get the item included as part of Items from Staff; and presentations by the Chair of the Parks, Recreation and Community Services Commission.

Discussion ensued between staff and Committee Members regarding frequency of reporting; having more than one FAC Member attend and report; the difficulty of reporting on the past six years in three minutes; providing written and verbal reports; standard written reports; the importance of making contact with the City Council; using the three minutes to present highlights; submission of regular reports with annual submission as a Consent Item; choosing the length of time to be highlighted; concern with full City Council agendas; a suggestion to request feedback on the way the City Council would like to receive the information; the importance of reporting to the public as well as to the City Council; recognizing the work that has been done; making an official presentation; setting the tone for other bodies; the policy statement; verbal reports submitted by the Parks, Recreation and Community Services Commission; FAC agreement that reports be submitted as Consent Calendar Items with a verbal presentation during the Work Plan Review discussion; scheduling; clarification that the item would not be an Action Item, the ability of FAC Members to submit a card; the Work Plan as an Action Item; continuing the item to the February FAC meeting; creation of a subcommittee to work on the report; inclusion of historical documents of FAC

accomplishments; staff agreement to furnish information to help formulate a report; formatting; graphics; providing a chronology of accomplishments and highlights; and agreement to schedule the report for the February 25, 2019 City Council meeting with encouragement for FAC Members to attend.

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Item A-6

Receive Reports from Subcommittees

Erica McAdoo, Procurement & Financial Services Manager, reported that there was no report from the Business Tax Subcommittee; distributed information to FAC Members regarding On Demand Transportation Services and provided an update for that Subcommittee; reported that the Transportation and Parking Subcommittee would be changing its name; discussed initial tasks from Jesse Mays; examining other cities and other states that have adopted fees for On Demand Transportation Services; Transportation Network Companies (TNCs); creation of a matrix; researching taxi service fees in Culver City; and scheduling a Subcommittee meeting with members of the Transportation Planning Division .

Discussion ensued between staff and Committee Members regarding scheduling; imposing fees on the TNCs; Uber and Lyft; the report on Lime and Bird coming to the City Council; the update coming forward on short-term rentals; scooter share; scheduling; initial research provided; California Public Utilities Commission fees imposed; studies; vernacular; and communication with the Traffic and Parking Subcommittee.

Erica McAdoo, Procurement & Financial Services Manager, reported that initial recommendations had been provided by the Business Tax Review consultant.

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Public Comment – Items NOT on the Agenda (Continued)

Chair Leonard invited public participation.

No cards were received and no speakers came forward.

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Receipt of Correspondence

None.

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Items from Committee Members/Staff

None.

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Item S-1

Articles, Issues and Notes

Chair Leonard reported that public records requests had been received related to Measure CW.

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Item S-2

Discussion of February Agenda

Discussion ensued between staff and Committee Members regarding Measure CW; agendaizing a discussion of incorporating Measure C reports into the report on Measure Y; and items for discussion including Measure CW, Measure C, quarterly reports, reports from subcommittees, and possibly an update on the mid-year and annual financials.

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Adjournment

There being no further business, at 8:58 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, February 13, 2019 at 7:00 p.m. in the Dan Patacchia Meeting Room.

Michelle Villongco
SECRETARY of the Culver City Finance Advisory Committee
Culver City, California

APPROVED

Jane Leonard
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.

Jeremy Green
CITY CLERK

Date