

**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 8, 2017  
7:00 p.m.

**CALL TO ORDER & ROLL CALL**

Chair Alexander called the meeting of the Finance Advisory Committee to order at 7:04 p.m. in the Dan Patacchia Meeting Room.

**Members Present:**           **CRYSTAL ALEXANDER**, Chair  
   **DAVID TROVATO**, Vice Chair  
   **SEAN KEARNEY**, Member  
   **JANE LEONARD**, Member  
   **GUSTAVO RENDON**, Member  
   **BRYAN SUA**, Member

**Absent:**                         **JOSE CASAREZ**, Member  
   **ALEJANDRO LARA**, Member  
   **STEVEN REITZFELD**, Member

**Staff Present:**               **Jeff Muir**, Chief Financial Officer  
   **Erica McAdoo**, Senior Budget Management Analyst  
   **Michelle Villongco**, Secretary

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**Pledge of Allegiance**

Sean Kearney led the Pledge of Allegiance.

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**Public Comment for Items NOT On the Agenda**

Chair Alexander invited public comment.

No speakers came forward and no cards were received.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR FINANCE ADVISORY COMMITTEE MEETING OF FEBRUARY 15, 2017 (ABSENT MEMBERS CASAREZ, LARA AND REITZFELD).

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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 typographical errors; increases to family apparel, shoe stores and women's apparel; the time period covered by the report; the drop in gas prices; and California Field Standards.

THE FINANCE ADVISORY COMMITTEE ADOPTED A MOTION TO ACCEPT THE MEASURE Y REPORT AND FORWARD IT TO THE CITY COUNCIL (ABSENT MEMBERS CASAREZ, LARA AND REITZFELD).

Discussion ensued between staff and Committee Members regarding information distributed to Committee Members; City Council consensus to discuss extending Measure Y with a ballot measure proposed for the November, 2018 general election; actuarial reports; contribution rates; polling; sales tax for transportation items in Los Angeles County; Measure H; and the feeling within the community.

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Item A-2

**Receive Reports From Subcommittees**

Discussion ensued between staff and Committee Members regarding including the Financial Disaster Preparedness Committee report in Item A-3; the request for a letter of recommendation for Mr. Casarez to serve on the new Bureau of Cannabis Medical Regulation being created; composition of the City Marijuana

Task Force; Measure M in the City of Los Angeles; federal marijuana enforcement; doing a Request For Proposal (RFP) for a consultant to guide the task force; revenue implications; other states that have recreational marijuana; the California Society of Municipal Finance Officers; sources of information; options that affect the total revenue; looking at the actions of other states; and resources of the federal government for enforcement.

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Item A-3

**Discussion Regarding the Finance Advisory Committee's Initial Recommendations to the City Council for the Fiscal Year 2017/2018**

Chair Alexander reported that the Finance Disaster Preparedness Subcommittee had met with staff to ascertain the level of preparedness the Finance Department has to respond to a natural disaster and what steps would need to be taken for financial recovery from FEMA and other sources, and she discussed budget recommendations of the subcommittee to the City Council.

Member Leonard reported that the subcommittee had looked at resources and potential guidelines for an adept disaster cost recovery program and plan including training for employees.

Discussion ensued between staff and Committee Members regarding developing a plan that covers multiple financial elements of emergency preparedness; the work of staff to find consultants and ascertain costs for the process; the quote received from Constant and Associates; the training components; the need for an RFP; formulating the budget recommendation; training elements; the Disaster Recovery Plan; money allocated toward the plan; increased workload for the Finance Department; whether to bring the item forward to the City Council for budget consideration; cities that have had to give money back to FEMA; creating a policy; development of operational elements; the multi-departmental aspect of the plan; the importance of proper documentation; insufficient resources within the EOC to implement the training; the finance element of cost recovery and disaster preparedness; the number of people receiving training; initial training and workshops to create the plan; clarification that the cost would not be ongoing; developing an operational plan specific to financial systems; the finance unit within the EOC; putting elements in place in the future; additional training; addressing the fundamental piece of what is done in the EOC after an event; the level of training initially proposed by the consultant; previous training; the small size of Culver City; timing; additional monies in future years for sustained training; operational aspects of the disaster response; designation in the budget; the educational component; input from other departments; acknowledgement that a similar item has been in the works but not done for many years; the origin of suggested items in the work plan; funding for the project; the Hazard Mitigation

Plan of the City; the process; justification of the expense; timing; and presentation of the proposed budget.

THE FAC PASSED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ALLOCATE \$50,000- \$100,000 IN THE 2017-2018 BUDGET TOWARD A BEST PRACTICES PROGRAM FOR IMPLEMENTATION OF FINANCIAL SERVICES DISASTER PREPAREDNESS IN REFERENCE TO WORK PLAN ITEM #7 (ABSENT MEMBERS CASAREZ, LARA AND REITZFELD).

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#### **Items from Committee Members/Staff**

Discussion ensued between staff and Committee Members regarding upcoming meetings and availability of the Chair.

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Item S-1

#### **Discussion of April Agenda**

Discussion ensued between staff and Committee Members regarding the ability to add items to the agenda up to one week before the meeting; information items on the Marijuana Task Force and the subcommittee; information regarding the practices of other states; and the revised bylaws that employee groups now instead must reach a consensus regarding representative appointments to seats to the FAC.

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**Adjournment**

There being no further business, at 8:16 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, April 12, 2017 at 7:00 p.m. in the Dan Patacchia Meeting Room.

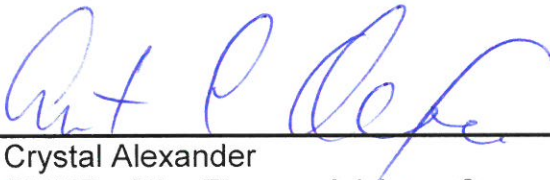
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Michelle Villongco  
SECRETARY of the Culver City Finance Advisory Committee  
Culver City, California

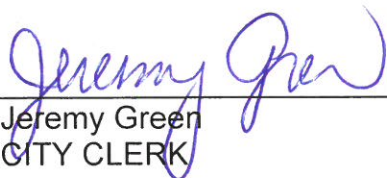
APPROVED



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Crystal Alexander  
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.



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Jeremy Green  
CITY CLERK

18 APRIL 2017  
Date