



City of Culver City

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Staff Report

File #: 19-779, **Version:** 1

Item #: C-8.

CC - Adoption of a Resolution Amending the Bylaws of the Finance Advisory Committee.

Meeting Date: January 28, 2019

Contact Person/Dept: Erica McAdoo/Finance Department

Phone Number: (310) 253-5865

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☒

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/23/19); (Email) Meetings and Agendas - Fiscal and Budget Issues (01/23/19)

Department Approval: Kambiz Borhani, Assistant Chief Financial Officer (01/23/19)

RECOMMENDATION

Staff recommends the City Council review and approve the Finance Advisory Committee's recommended amendments to the Finance Advisory Committee (FAC) Bylaws.

BACKGROUND/DISCUSSION

At the October 10, 2018 FAC meeting, members expressed concern with the FAC Bylaws, primarily with regards to the requirements for Business Community Members appointments. Per Section II.A.1. of the Finance Advisory Committee Bylaws, the composition of the FAC shall consist of up to nine (9) members with up to (3) member of Culver City business community appointed as follows:

- b. The Business Community Members shall own or be the primary operator of a duly licensed business located within the City limits.

Following the need to reopen the application period for Seat #6 - Business Community Member of the FAC after receiving no qualified applicants at its June 25, 2018 Meeting, the City Council was able to make an appointment on December 10, 2018 following extensive recruitment by the City Clerk's Office and Finance Advisory Committee. This has called to question if the difficulty in

recruitment may be attributable to the restrictive nature of the business community seat requirements.

The discussion of Business Community Member appointment requirements was continued to the January 9, 2019 Meeting, at which time the recommendation was approved that the Bylaws be revised and transmitted to City Council for adoption to instead reflect:

- b. The Business Community Members shall own or be partner, officer, or manager of a duly licensed business located within the City limits.

In addition to the above and other minor grammatical/clarifying changes, the FAC has also proposed the following substantive modifications to its Bylaws:

- *Terms of Office:* The last major review of the FAC Bylaws occurred in October 2016, at which time the City Council adopted removal of term limits for Staff Level Bargaining Unit Group Members. The proposed amendment expands term level removal to the representative of the Culver City Unified School District (CCUSD).
- *Absence of Committee Members:* To align with Council Resolution “2017-R086: Council Policy for City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies”, the FAC has incorporated language to outline reporting of membership attendance to the City Council, and define grounds for seat forfeiture.
- *General Duties:* While the Committee was originally established with the task to reviewing revenues and expenditures for Measure Y, the general duties are being expanded to include Measure CW and Measure C also.
- *Amendment to Bylaws:* For ongoing improvement, the Committee has committed to annually reviewing its Bylaws for recommendations for amendments.

FISCAL ANALYSIS

There is no fiscal impact associated with discussion and approval of this item.

ATTACHMENTS

1. Proposed Resolution amending the Finance Advisory Committee Bylaws (including Exhibit A - the amended Bylaws)
2. Strikeout/Underline Version of Current Finance Advisory Committee Bylaws

MOTION

That the City Council:

Adopt a Resolution amending the Bylaws of the Finance Advisory Committee.