

I. Call to Order

The meeting was called to order at 4:05 p.m. by Committee Chair Kennedy.

II. Roll Call

Present: Darryl Nind, Josie Hirsch, Lee Kennedy

Absent: Dean Kunicki, Mary Platt

Staff: Brian Gabler, Interim City Manager; Linda Swan, Deputy City Manager; Joe Toney, Administrative Services Director; Carolyn Johnson, Budget Officer; Heidi DiNardo, Management Assistant; Fred Helsel, Assistant Community Services Manager; David Yoshitomi, Community Services Manager; Anna Medina, Deputy Community Services Director

III. Review and Approve Minutes

Committee Member Nind moved, and Committee Member Hirsch seconded the approval of the minutes for the June 13, 2019 meeting. The motion passed 3-0.

IV. Public Statements

Ms. Theresa Jordan distributed a memorandum related to the Police Department's Emergency Services and City's Emergency Plan Update and read the information into the record. Ms. Jordan requested that staff agendaize the subject for the next meeting.

Mr. Michael Brown suggested that the City find ways to be creative in regards to addressing the challenges facing the City's Streets and Road Program.

V. Cultural Arts Center Budget

Assistant Community Services Manager, Fred Helsel, gave an overview of the Fiscal Year (FY) 2018-19 Cultural Arts Center (CAC) Operating Budget, FY 2018-19 Estimated Actual Budget projections, and the proposed FY 2019-20 Operating Budget for the Center. Chair Kennedy inquired as to what reimbursed technical costs consist of and who the major production contributors are. Committee Member Hirsch asked why the total budget increased greatly over prior years. Mr. Helsel explained that the previous financial documents did not identify the CAC's cost paid from the City's General Fund. Subsequently, Deputy Community Services Director Medina provided the Committee with updated actuals regarding the CAC's cost paid for by the General Fund. Deputy City Manager Swan indicated that she would provide a copy of the updated packet (memorandum) to the Committee.

Chair Kennedy asked if the custodial costs are from an outsourced contract and Deputy City Manager Swan confirmed that custodians who service the CAC are City employees. Committee Member Hirsch inquired on the difference of high ticket versus low ticket sales and what that variance could look like. Mr. Helsel explained the surcharge fees for tickets and how the management of concessions sales, either by production or staff, can also impact sales revenue. It was identified that ninety percent of the production companies allow CAC staff to manage concessions.

Committee Member Hirsch requested that staff provide financial reports for the City's Senior Center and the Library as a means to evaluate the City's costs for providing these types of community benefits.

VI. Non-Departmental Expenditures

Deputy City Manager Swan provided a spreadsheet of expenses that fall within the Non-Departmental category that meet the following criteria:

- Expenses that are not related to a specific department budget or need
- Expenses that are funded by the City

Interim City Manager Gabler explained that some costs listed on the document are identified as grants and are "pass through" costs.

Chair Kennedy inquired in regards to the costs the City pays to Ventura County for animal services. Committee Member Hirsch asked if there was a cost benefit to keeping animal services in house as opposed to contracting with the County. Interim City Manager Gabler explained the tasks involved with dog licensing, administrative fines, animal disposal, equine housing, etc. and explained that all local jurisdictions are exploring alternatives to decrease costs for these services.

Committee Member Nind suggested we look into promoting the integration of the chip system with local veterinarians within the City in order to ensure the return of the animal back to the owner.

Chair Kennedy requested that staff provide the MOU for the Chamber's Visitor Information Services as well as the contract for the City's Fourth of July event, and a copy of the most recent annual report submitted by the Chamber.

VII. Employee Survey

Staff explained that the employee survey was distributed on Monday, August 19 and 120 surveys have been submitted to date. The Committee asked that the survey close no later than September 30, 2019.

VIII. Future Agenda Items – Topics for Committee Decision

Committee Member Hirsch requested that the Cultural Arts Center remain open as a future agenda item to allow more time to review the budget documents.

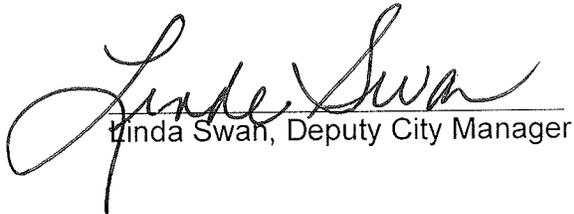
Chair Kennedy requested that the Police Department provide the Committee with an update on the status of the recommendations made previously by the Committee. In addition, Chair Kennedy also requested that staff provide an overview of how the organization is doing with the implementation of the Enterprise Resource Planning system.

IX. Calendar Next Meeting

Next meeting is scheduled for Thursday, September 19, 2019 at 4:00 p.m.

X. Adjourn

Meeting adjourned at 5:06 p.m.



Linda Swan, Deputy City Manager