



## REGULAR MEETING OF THE BUDGET AND FINANCE COMMISSION – 6:30 PM

### A. CALL MEETING TO ORDER

A Regular Meeting of the Redondo Beach Budget and Finance Commission was called to order at 6:30 p.m. by Chair Castle, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

### B. ROLL CALL

Commissioners Present: Allen, Jeste, Marin, Samples, Sherbin, Woodham,  
Chair Castle

Commissioners Absent: None

Officials Present: Wendy Collazo, Finance Director  
Stephanie Meyer, Assistant Financial Services Director  
Doug Kaku, Grants Financial Administrator

### C. SALUTE TO THE FLAG

Chair Castle led in the salute to the flag.

### D. APPROVE ORDER OF AGENDA

There were no public comments on this item.

Motion by Commissioner Woodham, seconded by Commissioner Allen, to approve the order of the agenda, as presented. There being no objections, Chair Castle so ordered.

### E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

#### E.1. For Blue Folder Documents Approved at the Budget and Finance Commission Meeting

**CONTACT:** WENDY COLLAZO, FINANCE DIRECTOR

Grants Financial Administrator Kaku confirmed there were two Blue Folder Items for tonight's meeting.

Motion by Commissioner Samples, seconded by Commissioner Woodham, to receive and file Blue Folder Items, as presented. There being no objections, Chair Castle so ordered.

**F. CONSENT CALENDAR**

**F.1. APPROVAL OF AFFIDAVIT OF POSTING FOR THE SPECIAL BUDGET AND FINANCE COMMISSION MEETING OF JANUARY 11, 2024.**

**CONTACT:** WENDY COLLAZO, FINANCE DIRECTOR

There were no public comments on the Consent Calendar.

Motion by Commissioner Marin, seconded by Commissioner Woodham, to approve the Consent Calendar, as presented. There being no objections, Chair Castle so ordered.

**G. EXCLUDED CONSENT CALENDAR ITEMS - None**

**H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**H.1 For eComments and Emails Received from the Public**

There were no public comments on non-agenda items.

**I. ITEMS CONTINUED FROM PREVIOUS AGENDAS – None**

**J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

**J.1. DISCUSSION OF FISCAL YEAR 2024-25 BUDGET TIMELINE**

**CONTACT:** WENDY COLLAZO, FINANCE DIRECTOR

Finance Director Collazo discussed the Fiscal Year 2024-25 budget timeline; addressed deployment of Clear Gov for the budget book preparation and returning to a normal cycle and offered to respond to questions from the Commission. She reported that preliminary numbers will be presented in April and will solidify the schedule and presented applicable documents ahead of time for the Commission to review.

Discussion followed regarding the State's expected budget shortfall and potential impacts to the City's budget.

There were no public comments on this item.

Motion by Commissioner Samples, seconded by Commissioner Woodham, and approved by roll call vote, to receive and file the presentation.

AYES: Allen, Jeste, Marin, Samples, Sherbin, Woodham, Chair Castle

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried 7-0-0.

## **J.2. DISCUSSION OF BUDGET & FINANCE COMMISSION REGULAR MEETING DATES**

**CONTACT:** WENDY COLLAZO, FINANCE DIRECTOR

Finance Director Collazo presented options for the Budget and Finance Commission to consider changing meeting dates toward the latter portion of each month to capture increased up-to-date monthly data and have more robust reporting; discussed the possibility of holding quarterly, rather than monthly Budget and Finance Commission meetings and reported the City is looking to streamline commissions and committees.

Assistant Financial Services Director Meyer mentioned being able to schedule special meetings as needed.

Commissioner Allen stated the third or fourth Thursdays of the month work for her in terms of the meeting schedule and preferred maintaining monthly meetings.

Chair Castle favored the third or fourth Thursdays of the month and agreed with keeping the monthly meeting frequency except for when there is a light agenda.

Commissioner Woodham suggested changing to quarterly meetings but calling special meetings when needed such as during budget season.

Commissioner Samples spoke in support of having monthly meetings on the schedule and cancelling them as necessary and suggested having the Financial Services Department work directly with Chair Castle to figure out a schedule and a system where it is appropriate to cancel a meeting in advance.

Finance Director Collazo will work with the City Clerk regarding that procedure and discussed addressing the calendar and providing materials to the Commission ahead of time.

There were no public comments on this item.

Motion by Commissioner Samples, seconded by Commissioner Woodham, and approved by roll call vote, to receive and file the presentation.

AYES: Allen, Jeste, Marin, Samples, Sherbin, Woodham, Chair Castle

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried 7-0-0.

## **K. MEMBER ITEMS AND REFERRALS TO STAFF**

Finance Director Collazo summarized the items presented under Blue Folder Items and explained those items are not for discussion.

Motion by Commissioner Marin, seconded by Commissioner Allen, to add to the next agenda, a

discussion regarding Blue Folder Items and allow the Commission an opportunity to review them prior to meetings. There being no objections, Chair Castle so ordered.

Commissioner Allen mentioned sending staff an email regarding how much the City owes to CalPERS, information on the Lease Revenue Bone (LRB) and the unfunded accrued liability prior to 2022 and the new liability.

Assistant Financial Services Director Meyer explained the last figure she provided is the final UAL.

Discussion followed regarding the current unfunded liability based on eighteen months ago.

**L. ADJOURNMENT – 7:00 p.m.**

There being no further business to come before the Budget and Finance Commission, motion by Commissioner Woodham, seconded by Commissioner Marin, to adjourn the meeting at 7:00 p.m., to a Regular meeting to be held at 6:30 p.m. on February 8, 2024, in the Redondo Beach City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California. There being no objections, Chair Castle so ordered.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted:

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Wendy Collazo  
Finance Director