



REGULAR MEETING OF THE BUDGET AND FINANCE COMMISSION – 6:30 P.M.

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 Sherbin, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

B. ROLL CALL

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

Commissioners Absent: None

Officials Present: Stephanie Meyer, Interim Finance Director
Erin Smith, Administrative Analyst

C. SALUTE TO THE FLAG

Chair Sherbin led in a salute to the flag.

D. APPROVE ORDER OF AGENDA

Motion by Commissioner Woodham, seconded by Commissioner Samples, to approve the order of agenda. Motion carried 7-0.

E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS

E.1. BLUE FOLDER

Administrative Analyst Smith confirmed there were no Blue Folder Items.

F. CONSENT CALENDAR

F.1. APPROVAL OF AFFIDAVIT OF POSTING FOR THE REGULAR BUDGET AND FINANCE COMMISSION MEETING OF JANUARY 9, 2025

Motion by Commissioner Castle, seconded by Commissioner Woodham, to approve the order of the Consent Calendar as presented. Motion carried 7-0, by voice vote.

G. EXCLUDED CONSENT CALENDAR ITEMS

None.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Administrative Analyst Smith confirmed there were no other public comments.

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

None.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DISCUSSION AND ACTION RELATED TO CHAIRPERSON AND VICE-CHAIR POSITIONS

Chair Sherbin thanked the Commissioners for their trust in appointing him Chair; stated that his prior commitments are conflicting with his ability to do a quality job as Chair; gave a rundown on his workload and asked the commission to consider moving Vice Chair Allen to the Chair role; asked Vice Chair Allen if she would be open to taking the Chair position.

Vice Chair Allen responded favorably and no other commissioners had opposition to the change.

Administrative Analyst Smith confirmed there were no public comments.

Motion by Commissioner Samples, seconded by Commissioner Castle, to swap the Chair and Vice Chair as suggested to be effective as of February 13, 2025.

Motion carried 7-0.

Vote by Roll Call:

AYES:	Marin, Jeste, Vice Chair Allen, Castle, Woodham, Samples, Chair Sherbin,
NOES:	None
ABSENT:	None
ABSTAIN:	None

J.2. DISCUSSION OF CITY MAINTENANCE

CONTACT: STEPHANIE MEYER, INTERIM FINANCE DIRECTOR

Vice Chair Allen referenced the last meeting where a resident made a public comment; stated he felt this Commission should be responsible for creating a budget for repairs and maintenance for the City facilities; Vice Chair Allen agreed with that statement and wanted to discuss that further with the Commission; posed the question to the Commission of should they have a place in the budget for maintenance of the City's buildings; confirmed they do not currently have it in the budget; opined the resident's point was valid.

Chair Sherbin asked for direction from Interim Finance Director Meyer.

Interim Finance Director Meyer stated she would need to have a discussion with Public Works to get all the details needed; noted that the Finance Department does budget for maintenance every year and it is visible in the City's budget and can share it with the Commission; pointed out that the real issue with the City's buildings is that many were built in the 1950's and at some point they are obsolete; noted the City also had to focus on their highest priority with the bond and that was public safety; suggested they can have a discussion regarding whether the City can do more towards the maintenance of their buildings and whether they can do something to extend the longevity of the buildings; noted that the Public Works director would need to be involved in that discussion; reiterated that the City does put money aside to maintain their buildings.

More discussion followed regarding the public comment and the use of tax payers' money going towards the maintenance of the City's buildings.

Commissioner Castle mentioned Measure FP and the need to replace the stations; stated comments have been made questioning why hasn't the City set aside funds annually for these situations; noted the age of the buildings is a factor since they were built for the situations at that time and things have changed and the equipment and trucks have evolved and can no longer fit in the older buildings; agreed that a discussion with the City Manager and Public Works needs to take place and they need to reevaluate funds needed for the City's buildings.

More discussion followed regarding Measure FP and other facilities besides Fire and Police that need replacement and future replacements; felt other cities have the same issues they have; spoke of needing to be more proactive instead of reactive.

Interim Finance Director Meyer stated the City is maintaining their buildings but that situations do happen; more discussion followed regarding budgets of departments and processes that need to be followed.

Interim Finance Director Meyer mentioned that the Commission needs to focus and think of priorities and where all these items fall within their priorities.

Vice Chair Allen stated that the City needs to generate more revenue to be able to put more funds aside for maintenance, repair and replacement of City facilities; asked for ideas on how to create more revenue.

More discussion followed on the next steps needed to move forward; mentioned having a discussion with the City Manager to go over City projects and to also speak with Public Works to get a better idea of what to plan for before budget submittal.

Commissioner Jeste suggested City Manager Witzansky attend the next 3-4 months of Commission meetings so they can have a discussion in real time.

Commissioner Samples stated City Manager Witzansky is probably too busy to attend but it might be better to have the Public Works Director come to answer questions.

Interim Finance Director Meyer stated it is difficult to be prepared to answer questions that were not on the agenda; suggested that she can be more prepared if they place items on the agenda for her to do research before the meetings.

More discussion followed regarding which Staff members would be helpful to have discussions with prior to Budget Review.

Interim Finance Director Meyer offered to speak to the Public Works Director and the City Manager to find out the most effective course to plan for the budget along with the Commission.

Administrative Analyst Smith confirmed there were no public comments.

Motion by Commissioner Samples, seconded by Vice Chair Allen, to table the item until they can get an appropriate representative from Public Works to discuss the item with the Commission in preparation for their meeting with the City Manager and going into the budget cycle.

Motion carried 7-0.

Vote by Roll Call:

AYES:	Marin, Jeste, Vice Chair Allen, Castle, Woodham, Samples, Chair Sherbin,
NOES:	None
ABSENT:	None
ABSTAIN:	None

J.3. MEASURE FP NEXT STEPS

CONTACT: STEPHANIE MEYER, INTERIM FINANCE DIRECTOR

Interim Finance Director Meyer stated she will provide a presentation similar to the December 17th City Council meeting presentation; stated the purpose will be to give the Commission a high-level overview of the City's strategy and approach to implementing Measure FP including some immediate next steps.

The presentation included:

- Measure FP Implementation Update
 - Overview: Measure FP Approved on November 5, 2024
 - 71.4% of RB voters
 - \$93,350,000 General Obligation Bond Measure
 - Replace: Fire Station 1, Fire Station 2, and the Main Police Station
 - Renovate: Police Annex
 - Immediate Next Steps
 - RFI/RFQ for a Financial Advisor – to manage the process
 - Approve a Reimbursement Resolution – to help track and recover

Commissioner Woodham mentioned the City had used Kosmont consultants before and asked if they will be using them again.

Interim Finance Director Meyer mentioned they have invited them to participate but wanted to open it up to other companies and then they will select an advisor; stated they wanted to do a more competitive selection process this time.

Vice Chair Allen noted that Kosmont is extremely expensive to use.

Interim Finance Director Meyer continued with the presentation.

- RFI/RFQ for a Project/Construction Management Firm

Discussion ensued as to why they would bring on a construction management company prior to design.

Commissioner Samples asked how they came up with \$93,350,000 budget if they have not come up with a design, or any prework and the City is about to start construction.

Interim Finance Director Meyer stated the City is not ready to start construction; mentioned they worked with a firm that does cost estimating within certain parameters to develop a very detailed estimate for the construction work.

Commissioner Samples stated they have heard the fire stations and the police station are all too small; wondered if the \$93, 350,000 includes property acquisition in order to build.

Interim Finance Director Meyer stated the City does not intend to acquire more property but that the amount includes contingency and that Council added an additional 5% on top of that; felt the City is confident the amount is sufficient for the work they want to do.

Commissioner Woodham mentioned the devastation they have all seen recently; opined the estimates they have given for capital expenditures will be thrown out because the City will be rebuilding what has been destroyed; felt the \$93,350,000 may be taken by things beyond their control.

More discussion ensued regarding preparing for the unexpected issues.

Interim Finance Director Meyer continued with the presentation.

- Select Bond Counsel
- Consider establishing a Special Project Manager Position – along with existing Staff but expressed the need for a full-time person dedicated to the project.

More discussion ensued regarding a Disclosure Counsel and the need for one.

- Building a Financial Team
 - Secure Expert Partners in Multiple Areas: Financial advisor, underwriter(s), bond counsel, disclosure counsel, and a trustee and/or fiscal agent
- Project Planning and Delivery
 - Internal Staff and Outside Consultants – project dedicated
 - Multiple departments
 - Project/Construction management firm – serve as City’s Bond Program Manager
 - Considering Additional Staffing
 - Internal resource dedicated to Measure FP implementation
 - Serve as the day-to-day Owner’s representative – single point of contact for City Staff and outside firms.
- Additional Considerations
 - Establish a reimbursement resolution – tracking of expenses
 - Temporary facilities – need to continue services during construction
 - Bond Oversight Committee – appointed by Mayor and Council to focus exclusively on expenditure of funds
 - Hope to get Financial Advisor and Bond Counsel by February
- Recommendation
 - Receive and file the report
 - Tonight, nominate a member of the Budget & Finance Commission to serve on selection committees for members of the Bond Financing Team.

Chair Sherbin suggested opening up the discussion to choose a Commissioner to serve on the committee.

Interim Finance Director Meyer commented that traditionally the Commission nominates the Chair to serve.

Chair Sherbin recommended Commissioner Woodham for the committee.

Commissioner Woodham responded favorably to serving on the committee.

Administrative Analyst Smith confirmed there were no public comments.

Motion by Commissioner Castle, seconded by Vice Chair Allen, to have Commissioner Woodham as serve as their designee on the committee to choose members for the Bond Financing Team. Motion carried 7-0.

Vote by Roll Call:

AYES:	Marin, Jeste, Vice Chair Allen, Castle, Woodham, Samples, Chair Sherbin,
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion by Commissioner Castle, seconded by Commissioner Woodham, to receive and file the report as presented by Interim Finance Director Meyer. Motion carried 7-0.

Vote by Roll Call:

AYES:	Marin, Jeste, Vice Chair Allen, Castle, Woodham, Samples, Chair Sherbin,
NOES:	None
ABSENT:	None
ABSTAIN:	None

K. COMMISSION MEMBER ITEMS AND FUTURE COMMISSION AGENDA TOPICS

Commissioner Samples wanted to address a topic that the Commission has brought up several times; stated the City still does not have a consolidated cost to deal with the City's homeless situation; he stated he would like to know what it has cost the City in the last three years to deal with the homeless population; requested a consolidated cost including all the departments in the City that deal with the situation.

Commissioner Castle mentioned the City receives grants for specific situations and wanted to know the total.

Vice Chair Allen stated they should put that on the agenda to be discussed.

Interim Finance Director Meyer stated she has discussed this with the City Manager since the Commission has brought it up a few times; mentioned it is one of many mounting items where they need to pull resources together in order to look at it.

Chair Sherbin noted it is going to be an ongoing item for discussion since the numbers will continuously change depending on economic situations; suggested a concept should be created and possibly be called a “Benefits Center” to anticipate the growing demands from each department for the homeless situation.

Interim Finance Director Meyer stated each department has processes in place and the architecture is there but it will take time and resources to do it correctly.

More discussion ensued on how each department tracks their involvement and resources towards the homeless situation.

Commissioner Jeste brought up the topic of using AI to gather the data and analysis from each department and calculate the results; mentioned wanting to have someone from the IT department join in the Commission meetings to go over that and cyber security.

Interim Finance Director Meyer suggested having a meeting to discuss all the agenda items they spoke about tonight and past items that have not been resolved and figuring out how to prioritize them.

Vice Chair Allen said other cities use an account code; stated the account code is inputted for any expenses related to that account can be tracked and managed.

Commissioner Samples stated that most of the resources dedicated to the homeless is manpower and a bit tougher to calculate in terms of budget.

More discussion followed on how to create some structure to be able to track any homeless costs throughout all City departments.

The Commission asked Interim Finance Director Meyer if they could at least get a simple version or rollup on the homeless and asked for transparency.

More discussion ensued regarding grant funding and data checking.

Commissioner Jeste asked if they can have the IT Director come to a Commission meeting.

Chair Sherbin asked how they make this be a continuous item.

Vice Chair Allen stated they need to put it on the agenda every month until they get an answer.

More discussion ensued on having the homeless and building maintenance items remain under “Items for Discussion” or “Items Continued” each month until resolved.

L. ADJOURNMENT – 7:42 P.M.

There being no further business to come before the Budget and Finance Commission, motion by Commissioner Samples, seconded by Commissioner Castle, to adjourn the meeting at 7:42 p.m. to a Regular meeting to be held at 6:30 p.m. on Thursday, February 13, 2025 in the Redondo Beach City Hall Council Chambers 415 N. Pacific Coast Hwy. Redondo Beach, California. There being no objections, Chair Sherbin so ordered.

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

Respectfully submitted:

Stephanie Meyer
Interim Finance Director