



# Culver CITY

DAN PATACCHIA MEETING ROOM  
9770 CULVER BOULEVARD  
CULVER CITY, CALIFORNIA 90232-0507  
CITY HALL Tel. (310) 253-6000  
FAX (310) 253-6010

## **FINANCE ADVISORY COMMITTEE** **Wednesday, September 10, 2014**

GORAN ERIKSSON, Chair  
CRYSTAL ALEXANDER, Vice-Chair  
MAURICIO BLANCO, Member  
RICHARD HIBBS, Member  
SEAN KEARNEY, Member  
ALEJANDRO LARA, Member  
STEVEN REITZFELD, Member  
JOE SUSCA, Member  
DAVID TROVATO, Member

### **PUBLIC COMMENT**

The Finance Advisory Committee will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Finance Advisory Committee cannot take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Committee, please complete a Speaker's Card and present it to the staff liaison before the agenda item is called. You will be called by name when it is your turn to speak to the Committee.

### **PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair for agenda items for which many Speaker Cards have been submitted.

### **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by City staff. If additional time is needed, the committee chair will allow for same at the end of the agenda.

When your name is called, please stand and state your name and city of residence. Speakers must limit their comments to five minutes. A three-minute limit may be declared by the Chair if there are a large number of individuals desiring to address the Council.

### **AUTHORITY OF PRESIDING OFFICER**

Section 611 of the City Charter provides that during any public meeting, all persons shall have the right to address the City Council, and any City commission, board or committee, subject to reasonable rules of decorum and time limits established by ordinance or the presiding officer. Therefore the presiding officer may, from time to time, establish different time limits than those listed in this Agenda in order to effectively conduct Committee business.

### **CELL PHONES AND OTHER DISTRACTIONS**

Use of cell phones, pagers, and other communication devices is prohibited while the Committee meeting is in session. Please turn all devices off or place on silent alert and leave the meeting area to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers or the conduct of City business.

### **MEETING INFORMATION**

Finance Advisory Committee Meetings are regularly scheduled for the second Wednesday of every month. Committee Agenda information is available at least 72 hours before each meeting via posting at City Hall, and on the City website. Information may also be accessed by calling the Finance Department at (310) 253-5865.



Agendas are  
Available on the web at  
[www.culvercity.org](http://www.culvercity.org)

## **Finance Advisory Committee REGULAR MEETING AGENDA**

Wednesday, September 10, 2014

7:00 PM

Dan Patacchia Meeting Room

### **CALL TO ORDER & ROLL CALL:**

Goran Eriksson, Chair  
Mauricio Blanco, Member  
Sean Kearney, Member  
Steven Reitzfeld, Member  
David Trovato, Member

Crystal Alexander, Vice-Chair  
Richard Hibbs, Member  
Alejandro Lara, Member  
Joe Susca, Member

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT – Items Not on the Agenda**

**CONSENT CALENDAR** (*Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*)

**C-1.** Minutes of the August 13, 2014 Regular Meeting.

**ACTION ITEMS** (*Public requests to discuss Action Items must be filed with the Secretary before the item is called*)

**A-1.** Administration of the Oath of Office to Re-Appointed Committee Member

**A-2.** Approval of Measure-Y Report for Transmittal to City Council

**A-3.** Discussion of Comparative Cities for Benchmarking Study

**A-4.** (1) Discussion and Approval of Draft Amended Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees

### **ITEMS FROM STAFF**

**S-1.** Update on Stormwater Issue

**S-2.** Discussion of October Agenda

### **ITEMS FROM COMMITTEE MEMBERS**

### **ADJOURN**

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
CULVER CITY FINANCE ADVISORY COMMITTEE

REGULAR MEETING OF THE  
CULVER CITY FINANCE  
ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

August 13, 2014  
7:00 p.m.

**CALL TO ORDER & ROLL CALL**

Chair Eriksson called the meeting of the Finance Advisory Committee to order at 7:00 p.m. in the Dan Patacchia Meeting Room.

**Members Present:**           **GORAN ERIKSSON**, Chair  
                                  **CRYSTAL ALEXANDER**, Vice Chair  
                                  **MAURICIO BLANCO**, Member  
                                  **RICHARD HIBBS**, Member  
                                  **ALEJANDRO LARA**, Member  
                                  **JOE SUSCA**, Member  
                                  **DAVID TROVATO**, Member

**Members Absent:**       **STEVEN REITZFELD**, Member (Excused)  
                                  **SEAN KEARNEY**, Member (Absent)

**Staff Present:**           **Jeff Muir**, Chief Financial Officer  
                                  **Gracie Hasan**, Secretary  
                                  **Erica McAdoo**, Sr. Budget Management Analyst

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**Pledge of Allegiance**

Richard Hibbs led the Pledge of Allegiance.

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

Chair Eriksson invited public comment.

No cards were received and no speakers came forward.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

**THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF JUNE 11, 2014 (MEMBER KEARNEY, ABSENT AND MEMBER REITZFELD, EXCUSED ABSENT); (MEMBERS BLANCO AND SUSCA ABSTAINED DUE TO THEIR ABSENCE FROM THAT MEETING).**

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**Action Items**

Item A-1

**Administration of the Oath of Office to Appointed/Re-Appointed Committee Members**

Gracie Hasan, Secretary, administered the Oath of Office to Members Blanco, Susca, and Re-Appointed Member Trovato.

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Item A-2

**Selection of Chair and Vice Chair**

**THE FAC PASSED A MOTION RE-APPOINTING GORAN ERICKSSON TO SERVE AS CHAIR OF THE FINANCE ADVISORY COMMITTEE (2014-2015).**

**THE FAC PASSED A MOTION RE-APPOINTING CRYSTAL ALEXANDER TO SERVE AS VICE CHAIR OF THE FINANCE ADVISORY COMMITTEE (2014-2015).**

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Item A-3

**(1) Review the Current Culver City Commission, Committee and Board Application Form; and, (2) (If Desired) Provide Staff with Recommendations to Update and/or Tailor the Application Form Specifically for Finance Advisory Committee Applicants**

Jeff Muir, Chief Financial Officer, provided background on the item. Discussion ensued between staff and Committee Members regarding financial conflicts; clarification that the Committee is an advisory body; confusion as to the designation to apply for; a suggestion to

Item A-3  
(Cont'd)

maintain the current form and add supplemental information; applicants already serving on other entities; making questions more specific to the Committee; the monthly time commitment required; whether to maintain the original document; attachments; keeping questions open ended and allowing applicants to provide specific information to suit the entity; the difficulty of applying to a new body that is not well defined; format of the document; method of submission; making changes to the last page to make it more relevant to the Committee; adding questions at the end; including information from the bylaws; asking the applicant about their experience with financial statements; the value of having someone involved that does not have extensive experience; diversity; and concern with scaring people away.

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Item A-4

**Presentation and Discussion of Comparative Cities for Benchmarking Study**

Jeff Muir, Chief Financial Officer, provided a summary of the material of record.

Discussion ensued between staff and Members regarding comparable cities; coastal cities; budget size; whether to have a subcommittee consider the project; total number of housing units; property taxes; the Government Finance Officers Association; guidelines for selecting comparable cities; criteria; coastal county areas; how many cities to look at; considering population, city size and budget; a suggestion to choose six parameters and use cities within 25% of Culver City within those criteria; performance factors; cities outside of the range; other California cities that have done benchmarking; city award lists; subjectivity; salary arrangements for safety officers; differences between northern and southern California; full service cities; whittling the list down; staff agreement to provide a copy of the list to Members via email; further consideration at the next meeting; and a suggestion that Members create their own list of 25 comparable cities and submit them to staff with criteria explained before the next meeting.

Staff and Members provided background on themselves and their experience.

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Item A-5

**(1) Discussion of Approved Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees**

Discussion ensued between staff and Committee Members regarding status of existing subcommittees and whether to create new ones; standing subcommittees vs. ad hoc subcommittees; Brown Act issues; the selection process for work program items; items with revenue potential; items requiring a ballot; the report on Measure Y proceeds; active subcommittees; revenue opportunities; The Committee on Permits and Licensing; setting of fees; cost recovery; the fee study; benchmarking; recommendations to the Committee; and generic wording.

**THE FAC PASSED A MOTION DISSOLVING ALL EXISTING SUBCOMMITTEES.**

Additional discussion ensued between Committee Members and staff regarding review of the current Workplan; outstanding items; grant opportunities; funding; changing the wording for item 9 in the Workplan; changing the wording from develop to monitor, to indicate ongoing work in items 1 and 2; staff agreement to bring back the item with suggested changes for additional consideration; establishing two subcommittees for the benchmarking project; holding off on appointments until absent members can be present; and creating a subcommittee to look at the City Business Tax Ordinance.

**THE FAC PASSED A MOTION TO CREATE THE REVENUE OPPORTUNITIES SUBCOMMITTEE.**

Committee Members discussed who was interested in serving on the subcommittee and absent Members.

**THE FAC PASSED A MOTION TO APPOINT CHAIR ERIKSSON, VICE CHAIR ALEXANDER AND MEMBER TROVATO TO SERVE ON THE REVENUE OPPORTUNITIES SUBCOMMITTEE.**

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**ITEMS FROM STAFF**

Item S-1

**Discussion of September Agenda**

Jeff Muir, Chief Financial Officer, discussed upcoming agenda items; the new requirement to provide the Meeting in a Minute report for each entity; swearing in of Member Reitzfeld; Workplan draft; Measure Y; and the creation of the new Assistant Chief Financial Officer position.

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**Items From Committee Members**

Discussion ensued between staff and Committee Members regarding meeting day and time; the bylaws; the watershed issue; the water bond issue; and the proposed sign district by the freeway.

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**Adjournment**

There being no further business, at 8:53 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, September 10, 2014 at 7:00 p.m. in the Dan Patacchia Meeting Room.

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Gracie Hasan  
SECRETARY of the Culver City Finance Advisory Committee  
Culver City, California

APPROVED

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Goran Eriksson  
CHAIR of the Finance Advisory Committee, Culver City, California

City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

|                                                                                                      |  |                               |  |
|------------------------------------------------------------------------------------------------------|--|-------------------------------|--|
| Meeting Date: 09/10/2014                                                                             |  | Item Number: <u>A-1</u>       |  |
| <b>AGENDA ITEM: Administration of the Oath of Office to Appointed/Re-Appointed Committee Members</b> |  |                               |  |
| Contact Person/Dept.:<br>Jeff S. Muir/Finance                                                        |  | Phone Number:<br>310/253-5865 |  |
| Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/04/14)           |  |                               |  |
| Department Approval:<br>Jeff Muir (09/04/14)                                                         |  |                               |  |

**RECOMMENDATION:**

Staff recommends the FAC observe the administration of the oath of office to re-appointed Committee Member Reitzfeld.

**DISCUSSION:**

At the May 12, 2014 City Council meeting, the City Council made the following appointments to the Finance Advisory Committee:

- The City Council re-appointed Resident, Steven Reitzfeld to Office No. 3 of the Finance Advisory Committee to serve a term of four years expiring June 30, 2018.
- The City Council re-appointed David Trovato to Business Community Office No. 6 of the Finance Advisory Committee to serve a four-year term expiring June 30, 2018.
- The City Council approved the recommendation of the staff level bargaining group to appoint two persons to a single seat. CCFFA member Mauricio Blanco was approved to serve a partial one-year term on the Finance Advisory Committee, filling Office No. 7 from July 1, 2014 – June 30, 2015. Firefighter Bryan Sua will serve for the second year of the term of this Office from July 1, 2015 – June 30, 2016.
- The City Council approved the recommendation of the management level bargaining group to appoint two persons to a single seat. CCMG member Joe Susca was approved for a one-year partial term to fill Office No. 8 of the Finance Advisory Committee from July 1, 2014 – June 30, 2015. Jane Leonard will serve the second year of the term of this Office from July 1, 2015 – June 30, 2016.

City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

Members Blanco, Susca and Trovato were administered the oath of office during the August 13<sup>th</sup> FAC Meeting. Member Reitzfeld's oath of office was postponed due to an excused absence.

City Charter Section 1401 provides: "Before entering upon the duties of their respective offices, all officers and employees of the City shall take and subscribe to the following oath or affirmation:

‘I, [Member Name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.’"

**ATTACHMENTS:**

None

City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

|                                                                                            |  |                               |  |
|--------------------------------------------------------------------------------------------|--|-------------------------------|--|
| Meeting Date: 09/10/2014                                                                   |  | Item Number: <u>A-2</u>       |  |
| <b>AGENDA ITEM: Approval of Measure Y Status Report for Transmittal to City Council.</b>   |  |                               |  |
| Contact Person/Dept.:<br>Jeff S. Muir/Finance                                              |  | Phone Number:<br>310/253-5865 |  |
| Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/04/14) |  |                               |  |
| Department Approval:<br>Jeff Muir (09/04/14)                                               |  |                               |  |

**RECOMMENDATION:**

Staff recommends that the Finance Advisory Committee (FAC) approve the 2<sup>nd</sup> Measure Y Status report and authorize transmittal to City Council.

**DISCUSSION:**

Item 2 on the FAC Work Plan is to 'Develop a methodology to analyze Measure Y proceeds and report the results to the public.' The attached Measure Y Status Report is a simple, one-page report that provides some background information on Measure Y, and shows budget versus actual results by fiscal year and the cumulative total received. With approval of the FAC, and incorporating any changes requested by the FAC, staff will transmit this report to the City Council.

**ATTACHMENTS:**

Measure Y Status Report

**MOTION:**

That the FAC:

- (1) Approve the draft Measure Y Status Report; and
- (2) Authorize submission to the City Council.

**FROM: The Finance Advisory Committee (FAC)**

**TO: City Council**

**DATE: September 10, 2014**

## CITY OF CULVER CITY

### Measure-Y Sales Tax

### Status Report II:

April 1, 2013 —  
June 30, 2014

The purpose of this report is to provide the Council and residents with a status update on Measure-Y revenue activity that occurred in the City. This report captures the first full fiscal year of Measure-Y revenues, with all revenues accounted for the 2013-14 fiscal year.

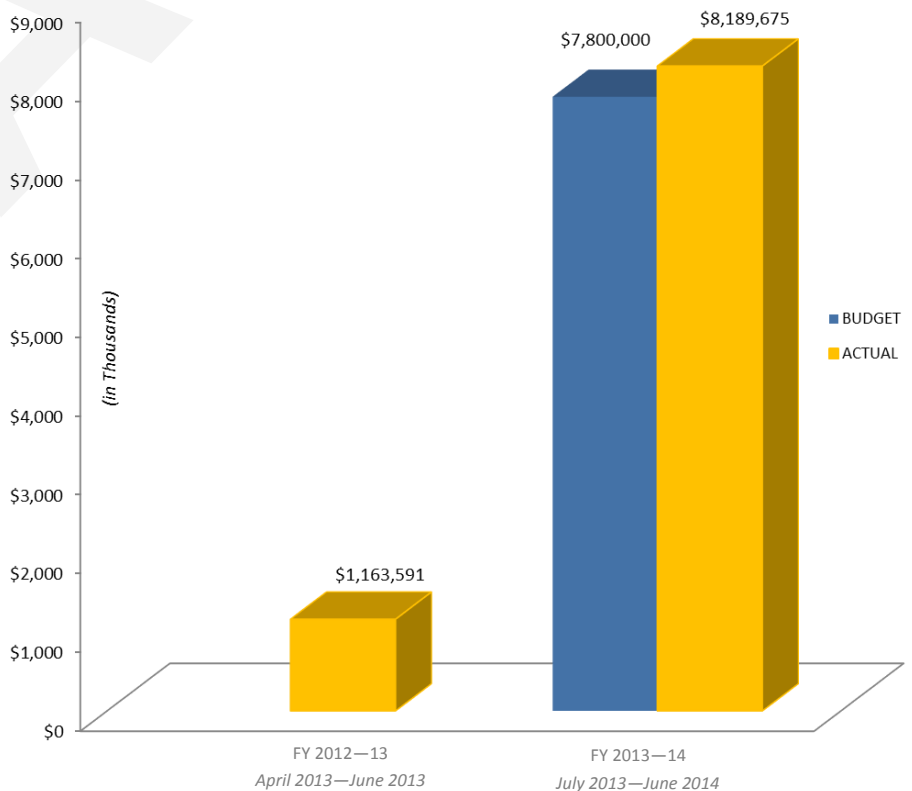
### MEASURE-Y IN BRIEF

Measure-Y is a voter-approved one-half percent transaction and use tax adopted to maintain City of Culver City critical services. With the exception of certain goods sold to operators of common carrier aircraft, the transactions and use tax is imposed on the same goods and merchandise as the local sales and use tax. The 10-year measure received overwhelming voter approval in November 2012 and went into effect April 2013 to provide necessary resources to resolve the City's structural deficit issues and continue services at existing levels. Measure-Y contains a sunset provision, which will result in the expiration of the measure on March 31, 2023 if not reauthorized by voters.

### FISCAL YEAR 2013-14 MEASURE-Y REVENUES

Fiscal Year 2013-14 revenues for Measure-Y were budgeted at \$7.8 million or 8.5% of total operating revenues. Approximately \$8.2 million was received in FY2013-14. Cumulatively, a total of \$9.4 million in revenues has been raised since the measure's implementation.

Measure-Y funds are budgeted as part of the annual budget approval process by the City Council. Funds received are deposited into the City's General Fund and allocated to sustain general municipal functions.



City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

|                                                                                              |  |                               |  |
|----------------------------------------------------------------------------------------------|--|-------------------------------|--|
| Meeting Date: 09/10/2014                                                                     |  | Item Number: <u>A-3</u>       |  |
| <b>AGENDA ITEM: Presentation and Discussion of Comparative Cities for Benchmarking Study</b> |  |                               |  |
| Contact Person/Dept.:<br>Jeff S. Muir/Finance                                                |  | Phone Number:<br>310/253-5865 |  |
| Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/04/14)   |  |                               |  |
| Department Approval:<br>Jeff Muir (09/04/14)                                                 |  |                               |  |

**RECOMMENDATION:**

Staff recommends that the FAC discuss cities to be further researched and included in the Budget Benchmark Project.

**DISCUSSION:**

Item 3 of the FAC Work Plan is to ‘Undertake a Budget Benchmarking Project to compare where and how Culver City spends and receives money to selected similar communities. Analyze possibilities for alternative service delivery methods.’

Discussion of this Work Plan Item ensued during the August 10th FAC Meeting, during which staff presented a ‘California Cities Comparative Data Matrix’ – a report with statistics from municipalities throughout the State of California to assist in identifying cities with comparable economic, demographic, and geographic features to the City of Culver City. To narrow the scope, the Committee requested additional time to independently review the matrix and each make a recommendation of 15-25 cities from the list, adjourning the collective decision of cities for inclusion of the Benchmarking Study to the September Meeting. Committee Members’ recommendations are reported in the attached ‘FAC Committee: Benchmarking Study City Recommendations.’

**ATTACHMENTS:**

- FAC Committee: Benchmarking Study City Recommendations

## FAC Committee: Benchmarking City Recommendations

[illegible]

| City                 | County      | Goran Eriksson | Crystal Alexander | Mauricio Blanco | Richard Hibbs | Sean Kearney | Alejandro Lara | Steven Reitzfeld | Joe Susca | David Trovato | TOTAL |
|----------------------|-------------|----------------|-------------------|-----------------|---------------|--------------|----------------|------------------|-----------|---------------|-------|
| Baldwin Park         | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Bell                 | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Bell Gardens         | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Bellflower           | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Calabasas            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Carson               | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Cerritos             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Claremont            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Compton              | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Cudahy               | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Culver City          | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Diamond Bar          | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Duarte               | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Glendora             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Huntington Park      | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| La Canada Flintridge | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| La Mirada            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| La Puente            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lakewood             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lawndale             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lomita               | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Maywood              | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Paramount            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Pico Rivera          | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Rancho Palos Verdes  | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Rosemead             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Dimas            | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Fernando         | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| South El Monte       | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| South Gate           | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Temple City          | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Walnut               | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| West Hollywood       | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Whittier             | Los Angeles |                |                   |                 |               |              |                |                  |           |               | 0     |
| Marina               | Monterey    |                |                   |                 |               |              |                |                  |           |               | 0     |
| Monterey             | Monterey    |                |                   |                 |               |              |                |                  |           |               | 0     |
| Seaside              | Monterey    |                |                   |                 |               |              |                |                  |           |               | 0     |
| Soledad              | Monterey    |                |                   |                 |               |              |                |                  |           |               | 0     |
| Aliso Viejo          | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Buena Park           | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Dana Point           | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Laguna Beach         | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Laguna Hills         | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Laguna Niguel        | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lake Forest          | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Mission Viejo        | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |
| Newport Beach        | Orange      |                |                   |                 |               |              |                |                  |           |               | 0     |

| City                   | County        | Goran Eriksson | Crystal Alexander | Mauricio Blanco | Richard Hibbs | Sean Kearney | Alejandro Lara | Steven Reitzfeld | Joe Susca | David Trovato | TOTAL |
|------------------------|---------------|----------------|-------------------|-----------------|---------------|--------------|----------------|------------------|-----------|---------------|-------|
| Rancho Santa Margarita | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Clemente           | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Juan Capistrano    | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Seal Beach             | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Stanton                | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Tustin                 | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Westminster            | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Yorba Linda            | Orange        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Coronado               | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Encinitas              | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Imperial Beach         | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lemon Grove            | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Poway                  | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Marcos             | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Santee                 | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Vista                  | San Diego     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Belmont                | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Burlingame             | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| East Palo Alto         | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Foster City            | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Menlo Park             | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Millbrae               | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Pacifica               | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Redwood City           | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| San Carlos             | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| South San Francisco    | San Mateo     |                |                   |                 |               |              |                |                  |           |               | 0     |
| Goleta                 | Santa Barbara |                |                   |                 |               |              |                |                  |           |               | 0     |
| Lompoc                 | Santa Barbara |                |                   |                 |               |              |                |                  |           |               | 0     |
| Santa Barbara          | Santa Barbara |                |                   |                 |               |              |                |                  |           |               | 0     |
| Cupertino              | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Gilroy                 | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Los Altos              | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Los Gatos              | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Milpitas               | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Morgan Hill            | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Mountain View          | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Palo Alto              | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Saratoga               | Santa Clara   |                |                   |                 |               |              |                |                  |           |               | 0     |
| Petaluma               | Sonoma        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Windsor                | Sonoma        |                |                   |                 |               |              |                |                  |           |               | 0     |
| Camarillo              | Ventura       |                |                   |                 |               |              |                |                  |           |               | 0     |
| Moorpark               | Ventura       |                |                   |                 |               |              |                |                  |           |               | 0     |
| Port Hueneme           | Ventura       |                |                   |                 |               |              |                |                  |           |               | 0     |
| Santa Paula            | Ventura       |                |                   |                 |               |              |                |                  |           |               | 0     |
| TOTAL VOTES CAST       |               | 0              | 0                 | 20              | 0             | 0            | 0              | 0                | 15        | 0             | 35    |

City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

|                                                                                                                                                                                                                                             |                               |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------|
| Meeting Date: 09/10/2014                                                                                                                                                                                                                    |                               | Item Number: <u>A-4</u> |
| <b>AGENDA ITEM: (1) Discussion and Approval of Draft Amended Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees.</b> |                               |                         |
| Contact Person/Dept.:<br>Jeff S. Muir/Finance                                                                                                                                                                                               | Phone Number:<br>310/253-5865 |                         |
| Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (09/04/14)                                                                                                                                                  |                               |                         |
| Department Approval:<br>Jeff Muir (09/04/14)                                                                                                                                                                                                |                               |                         |

**RECOMMENDATION:**

Staff recommends that the Finance Advisory Committee (FAC): (1) discuss the amended Draft Work Plan; (2) discuss the creation of Subcommittees, (3) (if desired) create subcommittees, and (4) (if desired) appoint members to such subcommittees.

**DISCUSSION:**

The City Council approved the Work Plan document as recommended by the FAC with one item added at their September 26, 2013 meeting, as follows:

1. Develop a communications strategy for financial information on the City's website.
2. Develop a methodology to analyze Measure Y proceeds and report the results to the public.
3. Undertake a Budget Benchmarking Project to compare where and how Culver City spends and receives money to selected similar communities. Analyze possibilities for alternative service delivery methods.
4. Review and comment on suggested modifications to budget process.
5. Review and make recommendations for the City's current financial policies.
6. Review and make recommendations for the long-term financial forecast.
7. Review and make recommendations for addressing storm water requirement compliance.
8. Review current and potential utilization of assessment districts.
9. Review and make recommendations on the City's existing Business Tax ordinance.
10. Review the current Rental Assistance Program that was formerly funded by the Redevelopment Agency, possible funding options to continue the program, and at what cost to other programs or functions continuing the program might come.

City of Culver City, California  
**Finance Advisory Committee Agenda Item Report**

To date, the FAC has made a recommendation on the Rental Assistance Plan item added by City Council (Item 10), filed an initial report to Council communicating the first year of Measure-Y proceeds (Item 2), commented on and approved the recommended modifications to the budget process (Item 4), made a series of recommendations regarding the City's current financial policies (Item 5), and reviewed the long-term financial forecast (Item 6). Staff continues to work with the subcommittee established to deal with the communication of financial information on the website (Item 1). The FAC has received a presentations on the storm water issue from Public Works staff (Item 7), as well as on the various assessment district options available to cities (Item 8).

In October 2013, the FAC created a Policies Subcommittee and Communications Subcommittee to begin dealing with the work plan items. Due to the completion of the mission, both subcommittees were dissolved at the August 13, 2014 FAC Meeting. At this meeting, a new Revenue Opportunities Subcommittee was created to review, make recommendations for, and potentially expand the scope of Work Plan Item #9.

Staff has prepared an amended Draft Work Plan document for consideration by the FAC. Several items from the original work plan that have been completed are removed. The item (formerly #9) dealing with the review of the Business Tax Ordinance has been expanded to review revenue opportunities available to the City, and not be specific to Business Tax.

The purpose of this item is for the FAC to review and discuss the amended Draft Work Plan; make any desired modifications to this document and approve it for submittal to the City Council; review and determine work plan priorities; (if desired) discuss the creation of subcommittees for the completion of work plan items; and (if desired) appointment of members to such subcommittees.

**ATTACHMENTS:**

Amended Draft Work Plan.



# CITY OF CULVER CITY

## Finance Advisory Committee

**DATE:** September 10, 2014  
**TO:** City Council  
**FROM:** Finance Advisory Committee  
**SUBJECT:** Revised Work Plan

Pursuant to Section III(B) of the Finance Advisory Committee Bylaws, the Committee's approved work plan may be amended from time to time by the City Council. With a number of tasks from the original work plan completed, the Committee has approved the following amended list for City Council consideration:

1. Undertake a Budget Benchmarking Project to compare where and how Culver City spends and receives money to selected similar communities. Analyze possibilities for alternative service delivery methods.
2. Review and make recommendations on revenue opportunities that may be available to the City.
3. Continue to provide quarterly reports to the City Council on Measure Y proceeds.
4. Continue to monitor the communications strategy of financial information on the City's website.
5. Review and make recommendations for the annual updates to the long-term financial forecast.
6. Review and make recommendations for addressing storm water requirement compliance.
7. Review current and potential utilization of assessment districts.

The Committee considers this Work Plan to be a living document, that may be amended from time to time as recommended by the Committee and approved by City Council. The Committee also welcomes the addition of any items to the Work Plan as the City Council may see fit.

Pursuant to approval by the City Council, along with any items the City Council may add, the Committee looks forward to working collaboratively to complete these tasks.

Signed,

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Goran Eriksson, Chair

CC: John Nachbar, City Manager