

**City of Culver City, California  
Agenda Item Report**

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|----------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------|--------------------------------------------------|
| Meeting Date: <u>09/22/2014</u>                                                                                                              |  | Item Number: A-3                                                       |                                                  |
| <b>CITY COUNCIL AGENDA ITEM: Discussion and (If Desired) Direction Related to the Work Plan for the Finance Advisory Committee.</b>          |  |                                                                        |                                                  |
| Contact Person/Dept.: Jeff Muir, Finance Department                                                                                          |  | Phone Numbers: (310) 253-5865                                          |                                                  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                           |  | General Fund: Yes <input type="checkbox"/> No <input type="checkbox"/> |                                                  |
| Public Hearing: <input type="checkbox"/>                                                                                                     |  | Action Item: <input checked="" type="checkbox"/>                       | Attachments: <input checked="" type="checkbox"/> |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                              |  | Date: _____                                                            |                                                  |
| Public Notification: (Email) Meetings and Agendas – City Council (09/17/14);<br>(Email) Ongoing Topics – Fiscal and Budget Issues (09/17/14) |  |                                                                        |                                                  |
| Department Approval:<br>Jeff Muir (09/15/14)                                                                                                 |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (09/15/14)       |                                                  |
| Chief Financial Officer Approval:<br>Jeff Muir (09/15/14)                                                                                    |  | City Manager Approval:<br>John M. Nachbar (09/17/14)                   |                                                  |

**RECOMMENDATION:**

It is recommended that the City Council discuss the Amended Work Plan for the Finance Advisory Committee (FAC) and (if desired) provide direction as deemed appropriate.

**BACKGROUND:**

Pursuant to Section III(B) of the Finance Advisory Committee Bylaws, the FAC's approved Work Plan may be amended from time to time with City Council approval. The FAC met in September with discussion of the amended Work Plan as an agenda item. With a number of tasks from the original work plan completed, the FAC has approved the attached amended Work Plan for City Council consideration.

**DISCUSSION:**

The City Council approved the Work Plan document as recommended by the FAC with one item added at their September 23, 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.

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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.

To date, the FAC has made a recommendation on the Rental Assistance Plan item added by City Council (Item 10), filed two reports to the City Council communicating the first full 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 which were subsequently adopted by the City Council (Item 5), and reviewed the long-term financial forecast (Item 6). Staff continues to work with a FAC subcommittee established to deal with the subject of communication of financial information on the website (Item 1). The FAC has received 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 two Ad-Hoc Subcommittees: Policies Subcommittee and Communications Subcommittee to begin dealing with the work plan items. Due to the completion of the mission, both Ad-Hoc Subcommittees were dissolved at the August 13, 2014 FAC meeting. At this meeting, a new Ad-Hoc Revenue Opportunities Subcommittee was created to review, make recommendations for, and potentially expand the scope of Work Plan Item #9.

At their September 2014 meeting, the FAC approved the attached Amended Work Plan and recommended it be transmitted to the City Council. 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 City Council to review and discuss the amended FAC Work Plan. The FAC also encourages the addition of any items to the Work Plan as the City Council may see fit.

**FISCAL ANALYSIS:**

There is no fiscal impact from discussing and approving this item.

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**ATTACHMENT:**

- FAC Amended Work Plan

**MOTION:**

That the City Council

Discuss the proposed FAC Work Plan and (if desired) provide direction as deemed appropriate.