



Culver CITY

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

FINANCE ADVISORY COMMITTEE

Wednesday, October 8, 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

Finance Advisory Committee REGULAR MEETING AGENDA

Wednesday, October 8, 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 September 10, 2014 Regular Meeting.

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

A-1. Updates from the Finance Advisory Committee Revenue Opportunities Ad Hoc Subcommittee

A-2. Discussion of Comparative Cities for Budget Benchmarking Study

ITEMS FROM STAFF

S-1. Update on Stormwater Issue

S-2. Discussion of November 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

September 10, 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
SEAN KEARNEY, Member
ALEJANDRO LARA, Member*
STEVEN REITZFELD, Member***
JOE SUSCA, Member
DAVID TROVATO, Member**

Staff Present:

Jeff Muir, Chief Financial Officer
Gracie Hasan, Secretary
Erica McAdoo, Senior Budget Management Analyst

*Member Lara arrived at 7:06 p.m.

**Member Trovato arrived at 7:07 p.m.

***Member Reitzfeld arrived at 7:20 p.m.

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Pledge of Allegiance

Mauricio Blanco 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

Chair Eriksson pointed out a typo in item A-2 that staff agreed to correct.

THE FAC PASSED A MOTION APPROVING THE MINUTES FOR THE REGULAR MEETING OF AUGUST 13, 2014 (ABSENT MEMBERS LARA, REITZFELD AND TROVATO).

Member Lara joined the meeting.

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Action Items

Chair Eriksson indicated that Item A-1 would be deferred until Member Reitzfeld could be present.

Item A-2
(Out of Sequence)

Approval of Measure Y Report for Transmittal to City Council

THE FAC PASSED A MOTION TO (1) APPROVE THE DRAFT MEASURE Y STATUS REPORT; AND (2) AUTHORIZE SUBMISSION TO THE CITY COUNCIL (ABSENT MEMBERS REITZFELD AND TROVATO).

Member Trovato joined the meeting.

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Item A-3

Discussion of Comparative Cities for Benchmarking Study

Jeff Muir, Chief Financial Officer, reported that a spreadsheet had been compiled using feedback received from Committee Members.

Discussion ensued between staff and Committee Members regarding information received; revenue; population; density; income level; education level; housing prices; criteria; top cities; filters; and things that can be learned by comparing other cities that are different.

Erica McAdoo, Sr. Management Analyst reported that Chair Eriksson had turned in his city recommendations, which would be incorporated into the spreadsheet.

Additional discussion ensued between staff and Committee Members regarding benchmarking; the process by which Committee Members chose their cities; northern counties; innovative cities; the ideal number of cities; and statistics to pull from each city.

Member Reitzfeld joined the meeting.

Chair Eriksson indicated the need for Member Reitzfeld to be sworn in before continuing the meeting.

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Item A-1
(Out of Sequence)

Administration of the Oath of Office to Re-Appointed Committee Member

Jeff Muir, Chief Financial Officer, administered the Oath of Office to Re-Appointed Committee Member Steve Reitzfeld.

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Item A-3
(Continued)

Discussion of Comparative Cities for Benchmarking Study

Discussion of item A-3 resumed.

Erica McAdoo, Sr. Management Analyst, reported that all submissions were in and there were 18 cities that had received more than three votes.

Item A-3
(Continued)

Discussion of Comparative Cities for Benchmarking Study

Discussion ensued between staff and Committee Members regarding concern that there were not more northern California counties on the list; cities with two votes or above; subjectivity; eliminating Manhattan Beach and Beverly Hills; number of city employees; full service cities; geographic size; housing prices; and a feeling that 23 cities is a good start as some would be eliminated as comparisons are made.

Further discussion ensued between staff and Committee Members regarding next steps in the process; sources; available data; examining fiscal data; creating data research subcommittees; identifying data points; cities participating in opengov; actual vs. projected budget information; narrowing down the list; creation of spreadsheets; looking at the budgets of other cities; criteria to select the data points; combining the data points to distill down to a smaller amount; working alone vs. synergy; how many groups to form; and interaction, support and creative thought generated by meeting in a group.

THE FAC PASSED A MOTION TO CREATE THREE SUBCOMMITTEES TO EXAMINE BUDGETS FROM OTHER CITIES AND ESTABLISH DATA POINTS TO BE USED IN COMPARATIVE ANALYSIS.

Further discussion ensued regarding composition of the subcommittees.

THE FAC PASSED A MOTION TO APPOINT MEMBERS HIBBS, REITZFELD AND SUSCA, TO SERVE ON THE FIRST SUBCOMMITTEE; MEMBERS BLANCO, KEARNEY AND LARA TO SERVE ON THE SECOND SUBCOMMITTEE AND CHAIR ERIKSSON, VICE CHAIR ALEXANDER AND MEMBER TROVATO TO SERVE ON THE THIRD.

Additional discussion ensued between staff and Committee Members regarding dividing up the cities; examining the Culver City budget first to use as a benchmark; staff research; other cities conducting benchmarking studies; and establishing a group leader to be responsible for ensuring that each subcommittee moves forward.

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Item 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

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

Discussion ensued between staff and Members regarding removal of completed items from the Work Plan; the time consuming nature of remaining items on the list; the potential for the City Council to add items; and agreement to change the wording to "...encourage the addition of any items to the Work Plan as the City Council may see fit."

THE FAC APPROVED THE AMENDED WORK PLAN FOR TRANSMITTAL TO CITY COUNCIL WITH EDITS INCLUDING CHANGING WORDING TO READ: "ENCOURAGE THE ADDITION OF ANY ITEMS TO THE WORK PLAN AS THE CITY COUNCIL MAY SEE FIT."

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Items from Staff

Item S-1

Update on Stormwater Issue

Jeff Muir, Chief Financial Officer, indicated that he would follow-up on this item at a later date.

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Item S-2

Discussion of October Agenda

Jeff Muir, Chief Financial Officer, discussed upcoming agenda items.

Discussion ensued between staff and Members regarding adding subcommittee updates to the agenda.

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Items from Committee Members

Chair Eriksson asked that everyone review the contact list compiled by Gracie Hasan and make any changes necessary.

Discussion ensued between staff and Members regarding dissemination of the list.

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Adjournment

There being no further business, at 8:05 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, October 8, 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

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

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date

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

Meeting Date: 10/08/2014		Item Number: <u>A-2</u>	
AGENDA ITEM: Discussion of Comparative Cities for Budget Benchmarking Study			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-5865	
Public Notification: (E-Mail) Meetings and Agendas – Finance Advisory Committee (10/02/14)			
Department Approval: Jeff Muir (10/02/14)			

RECOMMENDATION:

Staff recommends that each Budget Benchmark Subcommittee report its findings and recommendations from its review of comparative cities.

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 is being continued from the September 8th FAC Meeting. The FAC has reviewed municipalities throughout the State of California and has narrowed the scope of cities for comparative analysis from 478 to 23 cities. For the next phase of this comprehensive review, three subcommittees were established to examine fiscal data for each city and make recommendations regarding further data points and statistics to be included in the study. Findings and recommendations from each subcommittee will be presented and discussed.

ATTACHMENTS:

- Budget Benchmarking Project – Subcommittee Assignments and Resources
- FAC Committee: Benchmarking Study City Recommendations

FINANCE ADVISORY COMMITTEE

BUDGET BENCHMARKING PROJECT

A. Benchmarking Study Subcommittees:

1. Members Hibbs, Reitzfeld and Susca
2. Members Blanco, Kearney and Lara
3. Members Alexander, Eriksson and Trovato

B. Cities for Comparative Analysis with Ad-Hoc Subcommittee Assignments:

Click on the city name below to connect to the municipality's website.

Subcommittee Assignment	Region	City	County
1	Southern	Brea	Orange
1	Southern	Covina	Los Angeles
1	Southern	Manhattan Beach	Los Angeles
1	Northern	Monterey	Monterey
1	Northern	Newark	Alameda
1	Southern	Placentia	Orange
1	Southern	Redondo Beach	Los Angeles
1	Northern	Rohnert Park	Sonoma
2	Southern	Azusa	Los Angeles
2	Northern	El Cerrito	Contra Costa
2	Southern	Fountain Valley	Orange
2	Southern	Gardena	Los Angeles
2	Southern	La Mesa	San Diego
2	Southern	Monrovia	Los Angeles
2	Northern	San Bruno	San Mateo
2	Southern	San Gabriel	Los Angeles
3	Southern	Culver City	Los Angeles
3	Southern	Beverly Hills	Los Angeles
3	Northern	Campbell	Santa Clara
3	Southern	La Habra	Orange
3	Southern	La Verne	Los Angeles
3	Southern	Monterey Park	Los Angeles
3	Northern	Pleasant Hill	Contra Costa
3	Southern	Santa Monica	Los Angeles

C. Other Benchmarking Studies:

- 2012 Ontario Municipal Benchmarking Initiative (OMBI) Public Report – [http://www.citywindsor.ca/cityhall/-Financial-Documents/Documents/2012%20Performance%20Report%20\(excluding%20HR\).pdf](http://www.citywindsor.ca/cityhall/-Financial-Documents/Documents/2012%20Performance%20Report%20(excluding%20HR).pdf)
- 2011 Tennessee Municipal Benchmarking Project – <http://www.franklin.gov.com/home/showdocument?id=13451>
- 2010-11 North Carolina Report on City Services - http://files.www.apexnc.org/transparency/2012_Benchmarking_Study.pdf
- 2009 Cape Elizabeth, Maine Municipal Benchmarks – http://www.capeelizabeth.com/government/rules_regs/reports/Municipal_Financial_Benchmarks_2009.pdf
- 2008 City of Saskatoon Municipal Operations Benchmark Project – http://www.saskatoon.ca/DEPARTMENTS/City%20Clerks%20Office/Documents/benchmark_report_final.pdf

D. Other Resources

- California Local Government Finance Almanac – <http://www.californiacityfinance.com/>
- California State Controller's Office Government Financial Reports - <https://bythenumbers.sco.ca.gov/>
- State Controller's Office Government Compensation in California – <http://publicpay.ca.gov/>

FAC Committee: Benchmarking City Recommendations

Subcommittee Assignment	City	County	Region	Coastal County ¹	City Service Responsibility ²	Population	City Limits (sq. miles)	Population Density (Pop./Sq. Miles)	Total Housing Units	Median Value of Owner-Occupied Housing
1	Brea	Orange	Southern	Yes	b-Full Service except Library	42,397	12.1	3,501.0	15,660	\$ 518,200.00
1	Covina	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	48,619	7.0	6,906.1	16,628	\$ 364,500.00
1	Manhattan Beach	Los Angeles	Southern	Yes	b-Full Service except Library	35,619	3.9	9,040.4	14,923	\$1,000,000+
1	Monterey	Monterey	Northern	Yes	a-Full Service / \$ responsibility	28,381	11.8	2,413.4	13,631	\$ 593,200.00
1	Newark	Alameda	Northern	Yes	b-Full Service except Library	43,856	13.9	3,155.1	13,419	\$ 418,500.00
1	Placentia	Orange	Southern	Yes	b-Full Service except Library	52,094	6.6	7,917.0	17,066	\$ 493,000.00
1	Redondo Beach	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	67,717	6.2	10,904.5	30,622	\$ 708,900.00
1	Rohnert Park	Sonoma	Northern	Yes	b-Full Service except Library	40,722	7.0	5,809.1	16,551	\$ 299,600.00
2	Azusa	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	48,385	9.7	5,003.6	13,812	\$ 296,200.00
2	El Cerrito	Contra Costa	Northern	Yes	b-Full Service except Library	24,087	3.7	6,527.6	10,730	\$ 580,000.00
2	Fountain Valley	Orange	Southern	Yes	b-Full Service except Library	56,702	9.0	6,279.3	19,281	\$ 598,900.00
2	Gardena	Los Angeles	Southern	Yes	b-Full Service except Library	60,082	5.9	10,235.4	21,629	\$ 331,300.00
2	La Mesa	San Diego	Southern	Yes	b-Full Service except Library	58,769	9.1	6,444.0	26,504	\$ 365,800.00
2	Monrovia	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	37,162	13.7	2,710.6	14,495	\$ 534,200.00
2	San Bruno	San Mateo	Northern	Yes	a-Full Service / \$ responsibility	43,223	5.5	7,887.4	15,723	\$ 605,500.00
2	San Gabriel	Los Angeles	Southern	Yes	b-Full Service except Library	40,313	4.2	9,714.0	13,250	\$ 549,400.00
3	Beverly Hills	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	34,677	5.7	6,073.0	16,435	\$1,000,000+
3	Culver City	Los Angeles	Southern	Yes	b-Full Service except Library	39,579	5.1	7,700.2	17,558	\$ 610,100.00
3	Campbell	Santa Clara	Northern	Yes	b-Full Service except Library	41,993	5.9	7,129.5	17,604	\$ 645,400.00
3	La Habra	Orange	Southern	Yes	b-Full Service except Library	61,717	7.4	8,362.7	20,033	\$ 367,200.00
3	La Verne	Los Angeles	Southern	Yes	b-Full Service except Library	32,228	8.6	3,765.0	11,804	\$ 429,200.00
3	Monterey Park	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	61,777	7.7	7,991.8	21,075	\$ 473,000.00
3	Pleasant Hill	Contra Costa	Northern	Yes	f-Fire, library & parks by others	33,872	7.1	4,790.9	14,327	\$ 485,000.00
3	Santa Monica	Los Angeles	Southern	Yes	a-Full Service / \$ responsibility	92,185	8.4	10,948.3	51,592	\$ 983,800.00

FAC Committee: Benchmarking City Recommendations

Subcommittee Assignment	City	Median Age	Median Income	Per Capita Income	Poverty (%)	High School Grad or Higher (%)	Bachelor's Degree or Higher (%)	Graduate or Professional Degree (%)	No. City Employees
1	Brea	39.0	\$ 78,229	\$ 33,367	5.0	90.7	40.0	13.5	547
1	Covina	33.6	\$ 61,008	\$ 25,117	11.2	86.9	23.7	7.5	353
1	Manhattan Beach	41.2	\$ 134,035	\$ 79,123	3.6	97.1	73.2	29.8	477
1	Monterey	35.7	\$ 61,374	\$ 33,130	2.9	92.6	47.6	22.4	909
1	Newark	37.6	\$ 83,573	\$ 29,582	5.8	87.8	25.0	7.8	348
1	Placentia	36.2	\$ 74,669	\$ 28,739	9.1	82.8	33.7	10.8	232
1	Redondo Beach	39.7	\$ 99,077	\$ 52,039	3.4	95.1	58.5	23.0	837
1	Rohnert Park	34.9	\$ 57,340	\$ 27,876	6.9	87.8	23.4	6.2	281
2	Azusa	27.5	\$ 53,176	\$ 17,341	16.4	74.4	18.1	4.8	401
2	El Cerrito	46.0	\$ 79,369	\$ 43,852	3.6	92.1	55.9	28.3	366
2	Fountain Valley	43.1	\$ 80,275	\$ 33,770	4.1	89.2	37.2	12.6	306
2	Gardena	38.8	\$ 50,111	\$ 24,274	9.3	81.2	25.4	6.9	578
2	La Mesa	34.8	\$ 53,339	\$ 30,121	9.2	91.5	35.5	11.5	383
2	Monrovia	37.9	\$ 72,489	\$ 32,850	8.3	90.9	35.1	12.6	369
2	San Bruno	38.7	\$ 80,323	\$ 35,157	6.5	90.3	36.3	8.7	407
2	San Gabriel	41.9	\$ 54,295	\$ 24,828	8.1	76.1	30.3	9.0	344
3	Beverly Hills	42.7	\$ 87,703	\$ 80,829	5.8	94.6	60.3	27.6	1,053
3	Culver City	40.5	\$ 75,562	\$ 44,191	7.2	92.8	52.8	21.6	778
3	Campbell	36.9	\$ 81,108	\$ 42,868	3.3	92.5	45.8	15.9	466
3	La Habra	33.6	\$ 57,758	\$ 23,603	12.6	80.4	21.5	6.7	527
3	La Verne	43.0	\$ 71,649	\$ 32,453	6.3	92.0	33.9	12.6	308
3	Monterey Park	41.4	\$ 54,848	\$ 23,366	10.6	78.2	26.2	7.6	476
3	Pleasant Hill	40.9	\$ 71,727	\$ 39,993	5.4	94.3	49.1	15.2	133
3	Santa Monica	40.3	\$ 69,785	\$ 54,744	5.5	95.0	64.5	28.6	2,776