

**AGENDA FOR THE REGULAR STUDY SESSION MEETING
OF THE LA MIRADA CITY COUNCIL
SEPTEMBER 13, 2016 – 5 P.M.
CONFERENCE ROOM #1, CITY HALL, 13700 LA MIRADA BOULEVARD,
LA MIRADA, CALIFORNIA 90638**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please call (562) 943-0131 and contact the City Clerk's office. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. All cell phones, pagers and other audible electronic devices should be in their off or silent position while the meeting is in session.

1. CALL TO ORDER
2. ROLL CALL:
Councilmember Deal
Councilmember Mowles
Councilmember Sarega
Mayor Pro Tem Eng
Mayor De Ruse
3. PUBLIC COMMENT: Any information or materials provided during Public Comment are recorded in the minutes and are subject to public disclosure under the Public Records Act.
4. REVIEW AND DISCUSSION
 - 4.1 MEASURE I ANNUAL REPORT - It is recommended the City Council review and discuss the Measure I Annual Report for the period of July 2015 through June 2016 as submitted by the Measure I Citizens' Oversight Board.
 - 4.2 PRESENTATION OF THE CITY'S CITIZEN RELATIONSHIP MANAGEMENT SYSTEM - It is recommended the City Council review and discuss the City's Citizen Relationship Management system.
 - 4.3 I-5 FREEWAY WIDENING PROJECT OVERVIEW AND UPDATE ON THE VALLEY VIEW AVENUE SEGMENT - It is recommended the City Council review and discuss the I-5 Freeway Widening Project.
 - 4.4 PHANTOM PROJECTS FUNDING REQUEST FOR FISCAL YEAR 2016-17 - It is recommended the City Council review and discuss the proposal for Phantom Projects' Fiscal Year 2016-17 in-kind funding request in the amount of \$46,500.
5. CITY MANAGER'S REPORT
6. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Dated this 7th day of September, 2016.



Anne Haraksin, City Clerk



REVIEW AND DISCUSSION

STUDY SESSION

**City Council
September 13, 2016**

TO: Mayor and City Council
FROM: Jeff Boynton, City Manager
ORIGINATED BY: Vaniah De Rojas, Administrative Analyst II
SUBJECT: **MEASURE I ANNUAL REPORT**

BACKGROUND

Ordinance No. 654 establishing a one percent transactions and use tax in La Mirada became effective with the passage of Measure I in November 2012. In compliance with Ordinance No. 654, the City Council adopted Resolution No. 13-05 establishing the Measure I Citizens' Oversight Board comprised of five La Mirada residents.

The Measure I Citizens' Oversight Board is responsible for reviewing and reporting on the revenues and expenditures of Measure I funds; reviewing financial audits and reports; monitoring the City's progress on the planning, engineering, and construction of infrastructure projects; and issuing an Annual Report to the community.

This evening, the Board will present its second Measure I Annual Report for the period of July 2015 through June 2016.

FINDINGS

The Measure I Citizens' Oversight Board has conducted several meetings and undertaken a comprehensive review of financial reports and ledgers detailing the revenues and expenditures of Measure I funds. A total of \$17,518,239 in Measure I payments from the State Board of Equalization (BOE) has been received by the City. During the reporting period, a total of \$5,743,911 in Measure I payments from the BOE has been received by the City. Additionally, \$44,547 was spent on Phase 1, \$4,490,349 was spent on Phase 2, \$188,149 was spent on Phase 3, \$104,844 was spent on planning, and \$5,072 was spent on a storm drain as part of the City's neighborhood street rehabilitation projects.

In addition to financial reports, the Oversight Board received progress updates on capital improvement projects. The Phases 1 and 2 of Measure I are substantially complete. Phase 3 is expected to begin construction this fall and Phase 4 continues engineering and design work.

Measure I Annual Report
Study Session Meeting of September 13, 2016

The third Measure I Annual Report (Attachment A) includes the Oversight Board's findings regarding the use of Measure I funds. The report will be placed in the upcoming issue of the City's newsletter and on the City's website.

RECOMMENDED ACTION

It is recommended the City Council review and discuss the Measure I Annual Report for the period of July 2015 through June 2016 as submitted by the Measure I Citizens' Oversight Board.

Measure I Annual Report

Each year, the Measure I Citizens' Oversight Board issues an Annual Report to the community with its findings regarding the use of Measure I funds. This report is the Citizens' Oversight Board's third Annual Report and includes findings for the period of July 2015 through June 2016.

Measure I

La Mirada voters approved Measure I, a one percent transactions and use tax, in November 2012. The five-year tax went into effect on April 1, 2013. This tax will sunset on March 31, 2018.

The measure was placed on the ballot after a 29-member Citizens' Task Force on City Finances and Operations recommended the action due to the cumulative impacts of the national recession, ongoing "takes" of local revenues by the State, the elimination of redevelopment agencies in California, and significant unmet infrastructure needs.

Measure I spending is focused on repairing streets, storm drains and other infrastructure as recommended by the Citizens' Task Force and budgeted by the City Council. Additionally, Measure I requires annual independent audits and citizens' oversight of how revenues are spent.

Measure I Citizens' Oversight Board

On January 22, 2013, the La Mirada City Council adopted Resolution No. 13-05 establishing the Measure I Citizens' Oversight Board. The role of the Citizens' Oversight Board is to review and report on the revenues and expenditures of Measure I funds; review financial audits and reports; monitor the City's progress on the planning, engineering, and construction of infrastructure projects; and issue an Annual Report.

The Citizens' Oversight Board is comprised of five La Mirada residents. Each was nominated by a member of the City Council, and appointed to a term ending in the month of June following the end of the term of their nominating Councilmember. The Citizens' Oversight Board includes Chairman David Morfin; Vice Chairman Philip Massey; Boardmember Hal Malkin; Boardmember Lee Olsen; and Boardmember Scott Watkins.¹

The Citizens' Oversight Board meets quarterly. Meetings are held at La Mirada City Hall, and are open to the public. Meeting agendas and minutes are posted and available on the City's website. During this reporting period, meetings were held on September 3, 2015; December 3, 2015; March 10, 2016; and June 8, 2016.

Measure I Annual Independent Audit

The City's annual financial audit was conducted by an independent accounting firm, Lance, Soll, Lunghard (LSL), LLP. As part of the financial audit for Fiscal Year 2014-15, the auditors reviewed Measure I funds and included results in their year-end reports.

The separate year-end reports included the Independent Auditors' Report on Compliance with Applicable Requirements and on Internal Control over Compliance and Report on Measure I Revenues and Expenditures. The Fiscal Year 2014-15 report was provided to the City Council in November 2015 and was reviewed by the Citizen's' Oversight Board at its December 3, 2015 meeting.

LSL, LLP concluded in its Fiscal Year 2014-15 report that "the City complied, in all material respects, with the requirements referred to above that are applicable to the Measure I funds for the year ended June 30, 2015." The report also indicated that the audit did not identify any deficiency in the internal control over compliance that is considered to be material weakness.

The independent audit review of Measure I funds for Fiscal Year 2015-16 will be conducted later this year and the results will be included in next year's Annual Report.

¹ Scott Watkins was appointed to the Board on May 24, 2016. Juan Noble served on the Board from June 09, 2015 to May 17, 2016. Changhai Ahn served on the Board from April 23, 2013 to June 5, 2015.

Attachment A

Measure I Revenues and Expenditures

Revenues

Measure I funds are collected by businesses and remitted to the State Board of Equalization (BOE) similar to other sales taxes. The BOE then sends these funds to the City. A total of \$17,518,239 in Measure I payments from the BOE has been received by the City since April 1, 2013. A total of \$5,743,911 was received by the City from July 2015 through June 2016.

Expenditures

During the reporting period, \$44,547 was spent on Phase 1, \$4,490,349 was spent on Phase 2, \$188,149 was spent on Phase 3, \$104,844 was spent on planning, and \$5,072 was spent on storm drain work connected to the City's neighborhood street rehabilitation projects.

The chart below identifies all expenditures on capital improvement projects by revenue source. The City has completed more than \$34.2-million of improvements with \$9.5-million funded by Measure I over the past four years.

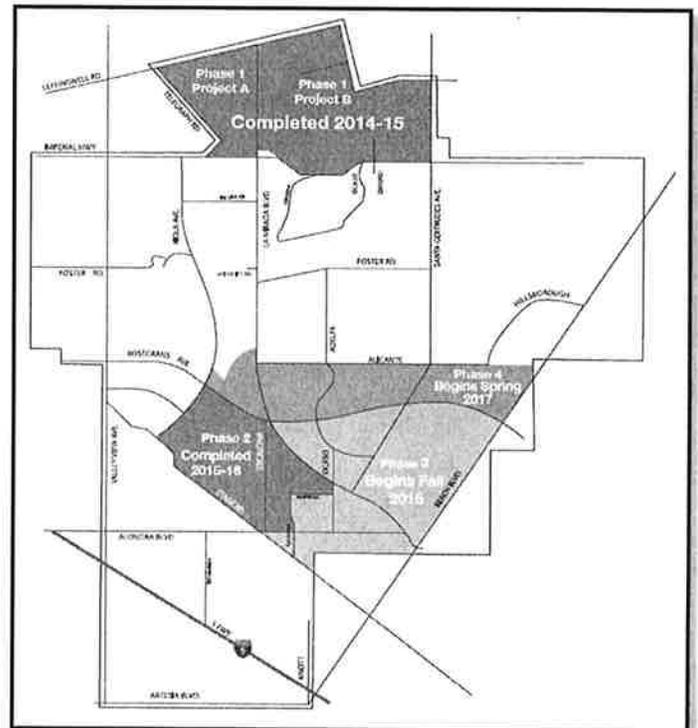
Source	FY 2015-16	FY 2014-15	FY 2013-14	FY 2012-13
General Fund – Measure I	\$4,832,961	\$4,569,036	\$147,800	
General Fund	1,597,812	1,791,215	2,381,044	2,490,707
General Fund – Grade Separation Reimbursable				1,590,220
CDBG		1,264,989	650,122	
General Fund-County Metro (I-5)			2,766,354	28,420
Gas Tax	26,766	512,509		354,846
Local Transportation-TDA III	31,343	32,298		35,595
Prop C	143,343	194,775	1,073,674	497,443
Agency Bond Proceeds	3,155,343	896,763		94,272
Department of Energy			189,999	
Federal HSIP	177,547			
Measure R	1,515,164			
Prop A	300,000			
County – Library Project	847,899			
Buena Park Coop	8,835			
Total	\$12,637,013	\$9,261,585	\$7,208,993	\$5,091,503

Measure I Infrastructure Projects

The Public Works Department continues to meet the objectives of the City's robust Capital Improvement Projects program. Measure I capital improvements focus on neighborhood streets, and are completed in phases.

The scope of work for these projects includes removal and replacement of damaged curb, gutter (including slotted cross gutters) and sidewalk; reconstruction street pavement with subgrade failure; surface grind and overlay of all street pavement; and rehabilitation of storm drains. Handicap curb access ramps are added where appropriate and existing ramps are sometimes removed and replaced to meet current ADA access requirements. Some areas also include slurry seal of recently repaved streets within the project area.

As construction approaches for capital improvement projects, City staff makes efforts to notify affected



Attachment A

residents and businesses in advance of the work. To identify projects funded by Measure I, signs are posted in the area where a Measure I project is in progress. Additionally, information is made available in the City newsletter and on the City's website.

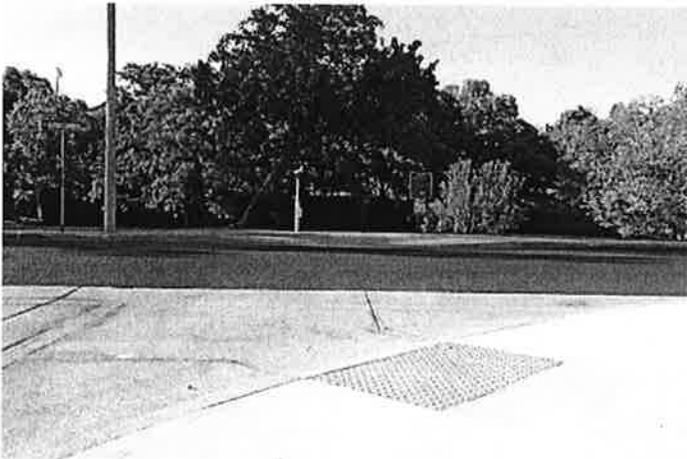
PHASE 1

Phase 1 was the first of the City's neighborhood street repair projects that used Measure I funding. Phase 1 included two project areas, Project Area A and Project Area B.

Project Area A included all neighborhood streets bounded by Leffingwell Road to the north, La Mirada Boulevard to the east, Imperial Highway to the south, and Telegraph Road to the west.

Project Area B included neighborhood streets bounded by Leffingwell Road to the north, La Mirada Boulevard to the west, Imperial Highway to the south, and Stamy Road from Leffingwell Road to Lemon Drive and Santa Gertrudes Avenue from Lemon Drive to Imperial Highway to the east.

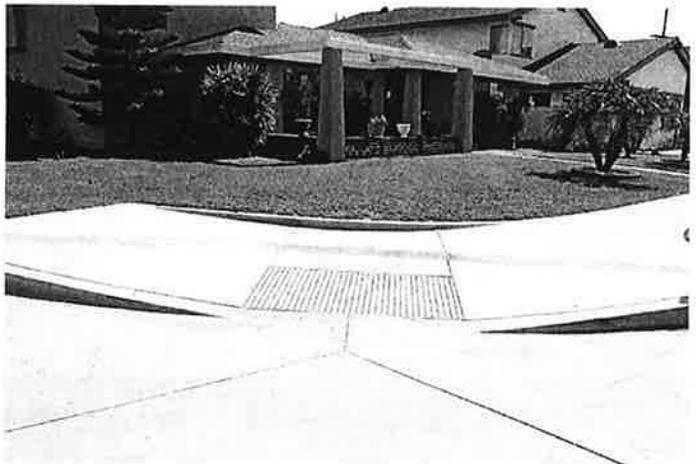
Phase I expenditures totaled \$4.89-million.



PHASE 2

Phase 2 included residential streets in the area bounded by Alondra Boulevard, Stage Road, Biola Avenue, Rosecrans Avenue, La Mirada Boulevard, Ocaso Avenue, Barnwall Street and Dalmatian Avenue.

Phase 2 was completed in early 2016. The total expenditures for neighborhood street improvements in Phase 2 was approximately \$4.49-million.



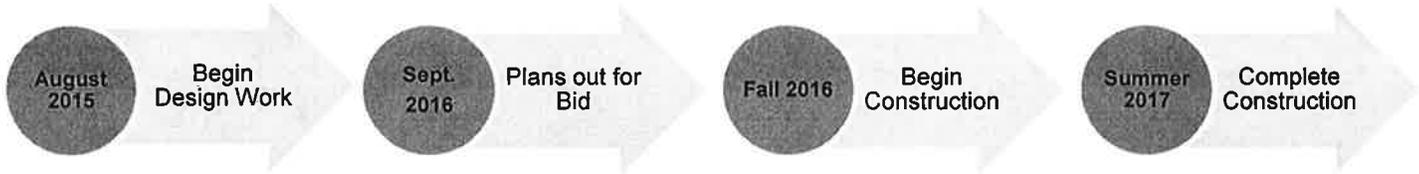
Phase 3

The engineering and design work for Phase 3 of the City's neighborhood street rehabilitation projects is nearing completion. The project is expected to begin construction in fall 2016.

Attachment A

Phase 3 will include residential streets in the area bounded by Stage Road, Alondra Boulevard, Dalmatian Avenue, Barnwall Street, Ocaso Avenue, La Mirada Boulevard, Rosecrans Avenue, and the east City limit. Stage Road, Alondra Boulevard, La Mirada Boulevard, Rosecrans Avenue, and Santa Gertrudes Avenue are not part of this project.

Phase 3 Estimated Project Schedule:

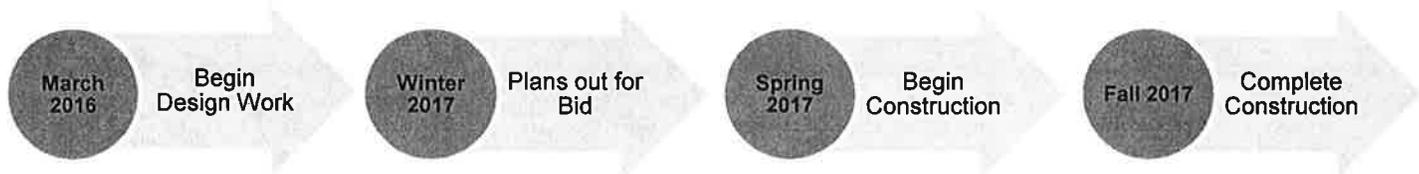


Phase 4

The design work for Phase 4 of the City's neighborhood street rehabilitation projects is 60 percent complete. The project is expected to begin construction in spring 2017.

Phase 4 is proposed to include all residential streets bounded by Rosecrans Avenue, Biola Avenue, Roma Drive, Whiterock Drive, Alicante Road and the east City limit. Rosecrans Avenue, Biola Avenue, La Mirada Boulevard, Adelfa Drive, Alicante Road, Santa Gertrudes Avenue and Beach Boulevard are not part of this project.

Phase 4 Estimated Project Schedule:



Summary

The Measure I Citizens' Oversight Board has verified that the Measure I funds used during the July 2015 through June 2016 reporting period have been for neighborhood infrastructure improvement projects in La Mirada. To date, the funds have been spent on engineering and design work for Phase 1, 2, 3, and 4, and construction for Phase 1 and 2.

The Citizens' Oversight Board understands the passage of Measure I represents a trusted investment by La Mirada residents into the community's infrastructure. We believe Measure I funds are being used as intended for the betterment of the La Mirada community. During the review period, City staff has been cooperative and helpful to the Citizens' Oversight Board in its oversight efforts.

The City of La Mirada and the Measure I Citizens' Oversight Board are looking forward to the continued completion of neighborhood street improvements in the upcoming year.²



² This Measure I Annual Report for the period of July 2015 through June 2016 of the Measure I Citizens' Oversight Board was approved on September 8, 2016, and presented to the City Council at the September 13, 2016 Study Session meeting.

STUDY SESSION

City Council
September 13, 2016

TO: Mayor and City Council

FROM: Jeff Boynton, City Manager

ORIGINATED BY: Anne Haraksin, Deputy City Manager
Andrew Vialpando, Senior Administrative Analyst

**SUBJECT: PRESENTATION OF THE CITY'S CITIZEN RELATIONSHIP
MANAGEMENT SYSTEM**

BACKGROUND

The City receives a number of daily requests for public services and information. City staff strives to provide quality customer service and respond to these service requests in a timely manner. Currently, responses to service requests are decentralized and handled by each Department independently. Staff recognizes that through the use of technology, customer service could be enhanced and City staff could benefit from a centralized service request management system.

In March 2016, the City released a Request for Proposals (RFP) for a Citizen Relationship Management (CRM) system to facilitate non-emergency service requests and provide digital access to City services. Eleven proposals were received by the April 21 deadline. The proposed costs for the implementation and management of the system ranged from \$9,290 to \$110,600 for the first year. City staff reviewed the proposals and selected Accela, Inc. based on its experience with municipalities, innovative technology and competitive price. The cost for Accela, Inc.'s CRM system is \$10,400 for the first year and is subject to an increase of no more than seven percent each year that the software license is renewed.

FINDINGS

The CRM system proposed by Accela, Inc. is a centralized cloud-based solution, which enables residents to submit service requests through the City's website or a mobile device. Requests may be submitted for a variety of issues including graffiti, potholes, tree trimming services, park and facility maintenance, abandoned property, noise nuisances, and code enforcement concerns. The CRM system provides automation for the collection and processing of requests. Requests are routed to designated City staff in real-time and are tracked from start to finish. Residents and City staff receive automated status updates on the progress of requests for services and information. The CRM system also gathers data that assists City staff with identifying service request trends.

Presentation of CRM System
Study Session Meeting of September 13, 2016

The City's CRM system, "My La Mirada", will launch on September 30, and can be downloaded on iPhone and Android smartphones. "My La Mirada" can also be accessed on the City's website.

Andrew Baker, Business Development Executive of Accela Inc., will provide a presentation of the CRM system.

RECOMMENDED ACTION

It is recommended the City Council review and discuss the City's Citizen Relationship Management system.

STUDY SESSION

**City Council
September 13, 2016**

TO: Mayor and City Council
FROM: Jeff Boynton, City Manager
ORIGINATED BY: Mark Stowell, P.E., Public Works Director/City Engineer
SUBJECT: **I-5 FREEWAY WIDENING PROJECT OVERVIEW AND UPDATE
ON THE VALLEY VIEW AVENUE SEGMENT**

BACKGROUND

The Interstate 5 Corridor Improvements Project includes widening the freeway from the Orange County line to the I-605 interchange. Construction has commenced on segments of the freeway within the cities of Downey, Norwalk and Santa Fe Springs. Plans for the Valley View segment in La Mirada, Santa Fe Springs, and Cerritos were completed last year, and the project was put out for bid in April. The project was awarded to Security Paving in July and construction is scheduled to begin by the end of the year.

FINDINGS

The improvements generally include the addition of one general purpose lane and one high occupancy vehicle lane in each direction. Construction within La Mirada involves the reconstruction of the Valley View Avenue bridge. The new bridge will span the widened freeway and the railroad crossing located to the south of the freeway. Firestone Boulevard north and south of the freeway will be realigned to accommodate the freeway widening. Caltrans has acquired and cleared the land necessary for the project. All utilities including the City-owned sewer lines will be relocated out of the area of the freeway widening and related improvements.

Caltrans has coordinated the project with the affected cities through the I-5 Consortium Joint Powers Authority (I-5 JPA). Yvette Kirrin, I-5 JPA Executive Director/Authority Engineer, will provide a presentation of the overall project and an update on the Valley View Avenue segment.

RECOMMENDED ACTION

It is recommended the City Council review and discuss the I-5 Freeway Widening Project.

STUDY SESSION

City Council
September 13, 2016

TO: Mayor and City Council

FROM: Jeff Boynton, City Manager

ORIGINATED BY: BT McNicholl, Theatre Director
Jane Lynch, Theatre Operations Supervisor
Helene Duarte, Theatre Secretary

**SUBJECT: PHANTOM PROJECTS FUNDING REQUEST FOR FISCAL YEAR
2016-17**

BACKGROUND

Phantom Projects is a non-profit educational theatre group based in La Mirada. Artistic Director Steven Cisneros and Chairman Bruce Gevirtzman created the organization while at La Mirada High School to fill the gap between adult and children's programming by producing original works with a message covering topics relevant to today's youth. Their program promotes self-control, wise decision-making, and an overall message of becoming better, more productive individuals. Each message-based production also includes an open forum discussion between the actors and the audience, encouraging open lines of communication between parents and their teens on relevant topics.

FINDINGS

It is the City's policy to require all organizations applying for City funding to submit a budget and other relevant information. Attached are copies of the funding request, budget, and other pertinent information as required by the City.

Phantom Projects recently completed a successful 2015-16 Season comprised of three shows, and the annual summer Young Artist Workshop. The 2016-17 Season will again include three full productions and the summer workshop. Phantom Projects has been granted a Non-Exclusive License for use of the City's warehouse at 15517 Phoebe Avenue for the upcoming season. The cost of this license is included in Phantom's funding request of \$46,500. This is the same amount funded last year.

The following is a summary of Phantom Projects' 2015-16 estimated actual Theatre expenses and funding request for Fiscal Year 2016-17.

Phantom Projects FY 2016-17 Budget Request
Study Session Meeting of September 13, 2016

Fiscal Year	Funding Level	Theatre Expenses	Warehouse License	Total Expenses
2015/16(Actual)	\$46,500	35,381.01	\$10,800	\$46,181.01
2016/17 (Request)	\$46,500	\$35,700	\$10,800	\$46,500

This request is based on a multi-year average of Theatre costs. Theatre expenses are traditionally covered on an in-kind basis with actual costs tracked. The in-kind donation value is not to exceed \$46,500, and if it does, Phantom Projects would be required to cover the overage.

Funding for this request is included in the City's Fiscal Year 2016-17 Budget.

RECOMMENDED ACTION

It is recommended the City Council review and discuss the proposal for Phantom Projects' Fiscal Year 2016-17 in-kind funding request in the amount of \$46,500.

CITY OF LA MIRADA
BUDGET REQUEST FORM

ORGANIZATION PHANTOM PROJECTS EDUCATIONAL THEATRE GROUP
PO BOX 250, LA MIRADA, CA 90637
(address)

CONTACT STEVE CISNEROS

TELEPHONE (714) 690 2900

CONTRACT AMOUNT: 2015/16 \$46,500

CONTRACT REQUEST: 2016/17 \$46,500

If the request is a larger amount from Fiscal Year 2015/16, please state your organization's rationale for the increase:

We are not requesting additional funds above last year's approved request.

Clearly state what your organization expects to provide the City of La Mirada:

We will continue to produce and present high-quality productions with an educational value to them, aimed at teens, schools, teachers, and youth groups. Response has been outstanding and our public support continues to grow. We will continue to tour productions to local schools (Teen pregnancy/Racism) and this coming season have added new shows for youth, Charlotte's Web, Jargie the Science Girl, and Grasping Shakespeare. In addition, we will continue our Young Artist Project, an opportunity for local teens to expand their craft and perform on their home stage, La Mirada Theatre.

Phantom Projects Theatre Group 2016-2017 La Mirada Theatre Budget

<u>Income</u>			<u>Expenses</u>	
Complete Works of Shakespeare 10AM	\$	8,000.00	Theatre Rental	\$ 35,700.00
Complete Works of Shakespeare 7PM	\$	2,000.00	Warehouse Rental	\$ 10,800.00
Giver 10am	\$	12,510.00	Complete Works LMT-Production Expenses	\$ 7,500.00
Giver 1pm	\$	12,510.00	Giver LMT-Production Expenses	\$ 15,000.00
Giver 7pm	\$	7,500.00	Wall LMT-Production Expenses	\$ 1,500.00
#TheWall 10AM	\$	3,000.00	YAP LMT-Production Expenses	\$ 900.00
#TheWall 7pm	\$	2,000.00	Volunteers Food/Water	\$ 3,000.00
Young Artist Project	\$	1,200.00	Warehouse Property Tax	\$ 2,300.00
Gala-Phantom Cabaret-Tix/Auction/Raffle	\$	10,000.00	Insurance	\$ 3,600.00
City Grant	\$	46,500.00	Postage	\$ 3,500.00
			Printing	\$ 3,000.00
			Marketing	\$ 4,000.00
			Misc	\$ 2,000.00
			Utilities	\$ 2,200.00
			Benefits/Union Dues	\$ 3,000.00
			Gala-Phantom Cabaret Production Expenses	\$ 4,500.00
Total		\$ 105,220.00	Total	\$ 102,500.00

Difference

\$ 2,720.00

Effectiveness Questionnaire

Agency Name: Phantom Projects Theatre Group

Contact / Title: Steve Cisneros, Producing Artistic Director

Phone: (714) 690 2900

1. What is the purpose of the agency as it relates to La Mirada residents?

The purpose of Phantom Projects is to provide a way for teens to be exposed to the arts, while at the same time, learning from the productions they are viewing. To work with the schools to make their lesson plans come to life, by staging literature-based and teen-oriented message-based dramas.

In addition, it is our goal to help our teen performers grow as performers and into mature adults making responsible decisions as they themselves learn from the messages of our shows.

2. How does the agency measure its effectiveness? What formula is used?

We have no formal formula, although last season, we added a new survey system, sent to each school after our performances. In addition, many conversations are had with teachers who continue to bring their students to our shows. Their continued patronage and obvious enjoyment of the shows tells us they are finding value in what we offer. We continue to have letters and e-mails from students who view our shows, many looking for a way to get involved after viewing a show.

3. What does the measure mean? What does it tell us?

The fact that students continue to seek out opportunities means they are inspired by what they have seen. When schools become repeat visitors to our productions (some for 8 or 9 years running), it means they feel our productions are valuable learning tools for their students.

4. Why is the measure used? (i.e. requirement of principal funder)

Communication is crucial to schools and they appreciate that we reach out to them to find ways to make our productions useful to local schools.

5. Do similar agencies use the same measure? If not, why? What do they use?

It is likely that most theatre groups use their audience reactions, comments, and ticket sales as their main source of audience preference. If audiences dislike musicals and yet a theatre troupe continues to produce musicals, then they are not responding to the needs and wants of their ticket-buyers.

6. Does the agency follow up with clients after services delivery? How?

Phone calls are made to our morning performance groups to see what their students and faculty thought about the performance they attended. In addition, our website provides many avenues in which audience can respond to anything they saw on the stage.

How many people from La Mirada did you refer to another agency of you were full to capacity or could not help the client in the past year?

Many individuals (no formal count is conducted) are introduced to La Mirada Theatre's other offerings by getting involved with Phantom Projects. McCoy Rigby's professional series is promoted heavily at events we attend in which the theatre's Season Brochure is displayed. We never try to convince a ticket-buyer that our show is more appropriate for them if another show in the venue is better for them. We have recommended Programs for Young Audiences productions over ours if we felt the subject matter of our performances was too heavy for a particular group.

7. What is the agency's cost to serve one person? Over what period of time?

While we have no formal number of our cost to serve one person, we do base our ticket prices on what we feel will make our programs more accessible to the audience we intend to reach. Thanks to the City's funding, we have been able to keep our 10:00AM/1:00PM performance prices very low. Our 10AM Field Trips will cost just \$8.00-\$10.00 in the upcoming 2016/2017 Season. This is among the cheapest theatre admission for a field trip in the area.

<p>Note: the goal is to have a clear measurable performance data to determine whether programs and services are accomplishing their intended purpose.</p>

CITY OF LA MIRADA

SOCIAL SERVICE AGENCY ASSETS & LIABILITIES FORM

AGENCY NAME: Phantom Projects Theatre Group

Minimum Eligibility

YES NO

Can the agency provide proof of non-profit status?

Can the agency provide proof of service to La Mirada residents?

Funding request amount for FY 2016-17? \$46,500

Funds will serve what purpose? To cover rental/staff costs associated with use of La Mirada Theatre.
Also covers rental and use of Phoebe Warehouse

Is there a reasonable correlation between funds requested and residents served?
Cost to serve each client?:

Can the agency provide proof of fiscal soundness?

Can the agency provide clear and concise program/service definition?

<p>Target population: Middle School and High School Audiences</p> <p>How long has service been provided?: Since 1997.</p> <p>Where is the service provided?: La Mirada Theatre for the Performing Arts and local Elementary, Middle School and High Schools</p> <p>Explain why the service is needed: To expose new audiences to live theatre while still providing an educational element. Phantom's season helps to round-out the theatre's current season offerings.</p>	<p>Describe service(s) provided: Produce and present high-quality productions with an educational value to them for teens in La Mirada and surrounding communities. In addition, the touring of educational plays (Teen Pregnancy/Racism/Self-Image) to local middle schools, high schools, and churches. We also provide a theatre training ground to young actors and actresses.</p>
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Finances **YES NO DOES NOT APPLY**

Can the agency provide proof of current non-profit status?

501 [c] 3? X

Joint Powers Authority?

Does the agency have an annual budget, approved and monitored by the board, which includes all program and management expenses and all sources and uses of funds?

Statement of expenditures? X

Statement of revenues? X

Finances (continued)

YES NO DOES NOT APPLY

Does the agency prepare monthly financial statements which compare actual revenues and expenses to the approved budget?

Does the agency follow accounting practices which conform to standard practices?

Is an independent audit or review of the agency's financial condition conducted annually?

Independent audit?

Term: _____ to _____

Independent review?

Term: July 1-June 30

Annual Exempt Statement?

Is a written statement of the organization's financial position (i.e. a financial statement) available to potential funders and donors?

Can the agency identify which programs are running at a surplus or loss and why?

Can the agency identify its primary funding sources and whether or not they are secure for the next few years?

Does the agency differentiate between restricted and unrestricted income?

Is the agency running a deficit?

If it has a deficit, is there a plan to eliminate it within the next fiscal year?

Does the agency have a financial surplus?

If there is a surplus, is it unrestricted money and is it repeatable?

Does the agency receive more than 30% of its operating budget from one source?

If yes, is the money unrestricted?

If yes, is this funding renewable over the mid- to long-term?

Personnel

YES NO DOES NOT APPLY

Does the agency have a Board of Directors?

Does the agency have an adequate number of active board members?

Does the agency have board representation from La Mirada?

Does the agency have board members who are recognized leaders in the community?

Does the board provide clear leadership within the organization?

Does the board participate in fundraising?

Do board members have relationships that can help leverage additional resources for the organization?

Personnel (continued)

YES NO DOES NOT APPLY

- Is the board stable? (e.g. is there orderly turnover of board members, with adequate training of new board members?)
- Does the agency have a stable volunteer base?
- Is there a system for recruiting, training, and recognizing volunteers?
- Does the agency effectively match the skills and interests of volunteers with the work to be done?
- Are the volunteers trained to be effective "ambassadors" for your agency?
- Do volunteers have relationships that can help leverage additional resources for the organization?
- Can volunteers be used more effectively to meet the personnel needs of your organization? (e.g. if staff has been cut, can volunteers fill part or all of the gap?)
- Does the agency have adequate staff to implement current programs?
- Does the agency have adequate administrative and support staff?
- Does the agency have adequate fundraising staff?
- Is there staff leadership that works effectively with the board to implement goals and objectives?
- Does the agency have dynamic program staff who could assist in fundraising (motivators, recruiters, speakers)?

Credibility

YES NO DOES NOT APPLY

- Does the agency have **documented evidence** of community support?
- Are community leaders on the board of directors?
- Does the agency receive financial contributions from individuals?
- Does the agency receive cash or in-kind donations from local businesses?
- How many clients were served agency-wide last fiscal/calendar year? #20,000
- How many La Mirada residents were served last fiscal/calendar year? #Approx: 6,000
- Does the agency receive recognition by the press, government, other agencies?
- Is an active volunteer base involved with the agency?
- Are positive testimonials from clients, members, volunteers, etc.on file?

Credibility (continued)

YES NO DOES NOT APPLY

Is there a measurable performance evaluation process provided (e.g. number of clients served, or units of service)?

Has the agency documented program success?

Can the agency demonstrate the results of the services it provides (e.g. changes in their clients as a result of services)? % success: _____

Is there continuity in the successful provision of these services (e.g. history plus track record)?

Is there evidence of good organizational health?

Is the organization financially stable?

Does the agency operate with board-approved by-laws?

Does the board give money, as well as time, to the organization?

Is the agency getting funds from a diverse array of funders/donors? If so, where? Individuals/volunteers/Federal Grants _____

Is the agency's staff and board well-qualified?

Does the agency work collaboratively with other agencies? If so, which agencies? _____

Does the agency demonstrate a high standard of professional service?

Service and Value to La Mirada

YES NO

Is the service accessible to La Mirada residents? # of miles to city: 0

Is there a continuing La Mirada resident demand for the agency's service(s)?

Does the agency provide a unique service in the La Mirada service area?

Does this agency's service duplicate another service provided to La Mirada residents? If yes, how? _____

Is the funding request reasonable for the number of La Mirada clients served?

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Is the funding request consistent with similar services funded by the City?

Can the City afford the service?

Will the service have a minimal impact on staff time?

Evaluator: