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CITY OF CULVER CITY FINANCE ADVISORY COMMITTEE

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

July 10, 2024  
7:00 p.m.

**CALL TO ORDER & ROLL CALL**

Chair Lachman called the regular meeting of the City of Culver City Finance Advisory Committee to order at 7:08 p.m. in the Dan Patacchia Meeting Room at City Hall.

**Members Present:**           ANDREW LACHMAN, Chair  
                                  MARC BAUER, Vice Chair  
                                  LEIGH AUSTIN, Member  
                                  ANISSA DI VINCENTE, Member  
                                  JOHNNIE GRIFFING, Member  
                                  KEITH JONES, Member  
                                  KEVIN LACHOFF, Member

**Absent :**                       VIKRAM THAKUR, Member

**Staff Present:**             Elizabeth Shavelson, Financial Systems and  
                                  Purchasing Manager  
                                  Michael Towler, Finance Manager  
                                  Melody Dysim, Revenue and Budget Supervisor  
                                  John Figueroa, Senior Account Clerk

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**Pledge of Allegiance**

Chair Lachman led the Pledge of Allegiance.

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

Chair Lachman invited public comment.

John Figueroa, Senior Account Clerk, indicated that no public comment had been received.

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**Receipt and Filing of Correspondence**

John Figueroa, Senior Account Clerk, indicated that no correspondence had been received.

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**Consent Calendar Items**

**Item C-1**

**Approval of the Minutes for the Finance Advisory Committee Meeting of June 12, 2024**

**MOVED BY MEMBER GRIFFING AND SECONDED BY MEMBER AUSTIN THAT THE FINANCE ADVISORY COMMITTEE APPROVE THE MINUTES FOR THE FINANCE ADVISORY COMMITTEE MEETING OF JUNE 12, 2024.**

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

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**Order of the Agenda**

**No changes were made.**

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**Action Items**

**Item A-1**

**Administration of the Oath of Office to Reappointed Committee Members**

John Figueroa, Senior Account Clerk, administered the Oath of Office to Leigh Austin, Marc Bauer, and Keith Jones.

Discussion ensued between staff and Committee Members regarding the Director of Business Services at the Culver City Unified School District (CCUSD); outreach to have their presence at the next meeting; the need to agendaize the selection; and then have the City Council consider the appointment.

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**Item A-2**

**Selection of Annual Officers (Chair and Vice Chair) to Serve a One-Year Term, Expiring June 30, 2025**

Vice Chair Bauer nominated Chair Lachman to continue to serve as Chair and Member Griffing seconded the nomination.

No other nominations were received.

MOVED BY MEMBER GRIFFING AND SECONDED BY MEMBER AUSTIN THAT THE FINANCE ADVISORY COMMITTEE: APPOINT ANDREW LACHMAN TO SERVE AS CHAIR OF THE FINANCE ADVISORY COMMITTEE FOR FISCAL YEAR 2024-2025.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

**Member Lachoff nominated Vice Chair Bauer to continue to serve as Vice Chair and Member Di Vincente seconded the nomination.**

**No other nominations were received.**

MOVED BY MEMBER LACHOFF AND SECONDED BY MEMBER AUSTIN THAT THE FINANCE ADVISORY COMMITTEE: APPOINT MARC BAUER TO SERVE

AS VICE CHAIR OF THE FINANCE ADVISORY COMMITTEE FOR FISCAL YEAR 2024-2025.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

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**Item A-3**

**(1) Receive Final Report from the Government Efficiency Ad Hoc Subcommittee for Fiscal Year 2023-2024, (2) Dissolve the Government Efficiency Ad Hoc Subcommittee for Fiscal Year 2023-2024 (3) Establish New Government Efficiency Ad Hoc Subcommittee for Fiscal Year 2024-2025, if Desired; and (4) Appoint Members to the 2025 Government Efficiency Ad Hoc Subcommittee**

Member Griffing discussed receipt of photographs from the photographer; posting award winners and photographs on the intranet; making photographs available for external members to view; and he asked that additional information be sent to the ad hoc subcommittee so everyone could see the pictures.

Discussion ensued between staff and Committee Members regarding the Best Innovation Award for pamphlets containing TAP cards; the need to dissolve the subcommittee and reconstitute a new one; Member willingness to serve; having Member Di Vincente step in as City facilitator for Member Griffing; and appreciation for Member Griffing for his efforts.

MOVED BY VICE CHAIR BAUER AND SECONDED BY MEMBER JONES THAT THE FINANCE ADVISORY COMMITTEE: RECEIVE A FINAL REPORT FROM THE GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE FOR FISCAL YEAR 2023-2024.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

MOVED BY MEMBER DI VINCENTE AND SECONDED BY MEMBER AUSTIN THAT THE FINANCE ADVISORY COMMITTEE: DISSOLVE THE GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE FOR FISCAL YEAR 2023-2024.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**

**NOES: NONE**

**ABSENT: THAKUR**

Additional discussion ensued between staff and Members regarding willingness to serve; the ability to add an additional Member in the future; and meeting schedule and frequency.

MOVED BY VICE CHAIR BAUER AND SECONDED BY MEMBER JONES THAT THE FINANCE ADVISORY COMMITTEE:

1. FORM A NEW GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE FOR FISCAL YEAR 2024-2025, AND,

2. APPOINT MEMBERS DI VINCENTE, LACHMAN, AND VIKRAM TO THE 2025 GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE WITH AN ADDITIONAL MEMBER TO BE ADDED IN THE FUTURE.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**

**NOES: NONE**

**ABSENT: THAKUR**

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**Item A-4**

**(1) Discuss the Affordable Housing Speaker Series; and (2) Approve Holding a Regular or Special Meeting of the Finance Advisory Committee to Facilitate the Next Affordable Housing Speaker Series Event at a Date to be Determined**

Chair Lachman reported that speakers were unavailable for the original date of July 22 for the Affordable Housing Speaker Series; discussed moving the event to September; he noted that he would be a candidate for the CCUSD School Board; and he wanted to ensure that there would not be a conflict of interest.

Discussion ensued between staff and Committee Members regarding availability of City Council Chambers; availability of the City of West Hollywood representative; and continued work on a date with authorization to hold a special meeting.

MOVED BY MEMBER LACHOFF AND SECONDED BY MEMBER DI VINCENTE THAT THE FINANCE ADVISORY COMMITTEE: APPROVE HOLDING A REGULAR OR SPECIAL MEETING OF THE FINANCE ADVISORY COMMITTEE TO FACILITATE THE NEXT AFFORDABLE HOUSING SPEAKER SERIES EVENT AT A DATE TO BE DETERMINED IN SEPTEMBER.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

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**Item A-5**

**Receive Reports for Discussion from the (1) Assets Ad Hoc Subcommittee, (2) Structural Revenue Review Ad Hoc Subcommittee, and (3) Affordable Housing Ad Hoc Subcommittee, and Provide Direction to Staff, if Deemed Appropriate**

Vice Chair Bauer reported reviewing a list of properties owned by Culver City; discussed the need for more information about how City property is being used; ways to improve efficiency of use; residential buildings owned by the City; Culver City acting as a landlord; budget issues; the need for an update on the affordable housing project in the space between the Kirk Douglas Theater and the restaurant; and evaluation of other properties owned by Culver City.

Discussion ensued between staff and Committee Members regarding the need to work with staff to get questions answered.

MOVED BY MEMBER AUSTIN AND SECONDED BY MEMBER DI VINCENTE THAT THE FINANCE ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT FROM THE ASSETS AD HOC SUBCOMMITTEE.

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

**Chair Lachman indicated nothing to report from the Structural Revenue Review Ad Hoc Subcommittee or the Affordable Housing Ad Hoc Subcommittee.**

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**Item A-6**

**(1) Draft the Finance Advisory Committee Biannual Report to the City Council, Inclusive of A) Accomplishments During the Period January through June 2024 and B) Updates on Upcoming Plans for Fiscal Year 2024-2025, and (2) Authorize Transmittal of the Report to the City Council**

Discussion ensued between staff and Committee Members regarding adding a notation that four awards were presented; a correction to a typographical error; a suggestion to add an item to indicate: Review and provide feedback to the City Council for any potential tax or bond measures to be sent to the voters for approval; clarification regarding the Ad Hoc Structural Revenue Subcommittee; the Assets Ad Hoc Subcommittee; adding clarification to the second to the last bullet point to indicate the Assets Ad Hoc Subcommittee rather than the Ad Hoc Subcommittee; agreement to keep the reference to “Continue to discuss and improve communication with the City Council”; and clarification that there are four ad hoc subcommittees formed for a specific purpose.

**MOVED BY MEMBER GRIFFING AND SECONDED BY MEMBER JONES THAT THE FINANCE ADVISORY COMMITTEE: AUTHORIZE TRANSMITTAL OF THE BIANNUAL REPORT TO THE CITY COUNCIL.**

**THE MOTION CARRIED BY THE FOLLOWING VOTE:**

**AYES: AUSTIN, BAUER, DI VINCENTE, GRIFFING, JONES, LACHMAN, LACHOFF**  
**NOES: NONE**  
**ABSENT: THAKUR**

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**Item A-7**

**Discussion of August 14, 2024 Agenda**

Discussion ensued between staff and Committee Members regarding items for the August agenda including reports on Measure CC and Measure C; a report from the Affordable Housing Subcommittee; whether it is necessary to meet in August; and receipt of a report on Measure RE in September.

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**Public Comment – Items NOT on the Agenda (Continued)**

Chair Lachman invited public comment.

John Figueroa, Senior Account Clerk, indicated that no public comment had been received.

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**Items from Committee Members/Staff**

Elizabeth Shavelson, Financial Systems and Purchasing Manager, reported that Lisa Soghor, Chief Financial Officer was ill and could not be present; discussed year-end activities; gearing up for the new fiscal year; and she noted Melody Dysim, Revenue and Budget Supervisor was present at the meeting.

Member Griffing reported graduating from Leadership Culver City; discussed the City Council Candidates Forum noting that a video on YouTube would be available to a wider audience; and he indicated that staff would distribute that information to Committee Members.

Discussion ensued between staff and Committee Members regarding clarification that the Candidates Forum was a Leadership Culver City Project and there would not be a forum for School Board candidates.

Chair Lachman reported positive feedback from Council Members in support of the Efficiency Awards; he noted that the Awards were a great legacy; and proposed looking at ways to improve it in the future.

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**Adjournment**

There being no further business, at 7:49 p.m., the City of Culver City Finance Advisory Committee adjourned their meeting to a regular meeting to be held on September 11, 2024.

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John Figueroa  
SECRETARY of the Culver City Finance Advisory Committee  
Culver City, California

APPROVED

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Andrew Lachman  
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.

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Jeremy Bocchino  
CITY CLERK

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Date