

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
CITY OF CULVER CITY AUDIT, FINANCIAL PLANNING, AND BUDGET
SUBCOMMITTEE

SPECIAL MEETING OF THE
AUDIT, FINANCIAL PLANNING AND BUDGET
SUBCOMMITTEE
CULVER CITY, CALIFORNIA

October 3, 2024
1:00 P.M.

CALL TO ORDER & ROLL CALL

Chair McMorrin called the special meeting of the City of Culver City Audit, Financial Planning, and Budget Subcommittee to order at 1:08 P.M. in the Louis Armstrong Room at City Hall.

Members Present: YASMINE-IMANI MCMORRIN, Chair
DAN O'BRIEN, Member

Staff Present: Lisa Soghor, Chief Financial Officer
Michael Towler, Finance Manager
T'Ana Allen, Deputy City Clerk
James Lambert, Associate Analyst
John Figueroa, Senior Account Clerk

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Pledge of Allegiance

Member McMorrin led the Pledge of Allegiance.

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Public Comment – Items NOT on the Agenda

John Figueroa, Senior Account Clerk, indicated that no requests to speak 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 Audit, Financial Planning, and Budget Subcommittee meeting of June 27, 2024.

MOVED BY O'BRIEN AND SECONDED BY MCMORRIN THAT THE AUDIT, FINANCIAL PLANNING, AND BUDGET SUBCOMMITTEE METTING APPROVE THE MINUTES FOR THE AUDIT, FINANCIAL PLANNING, AND BUDGET SUBCOMMITTEE OF JUNE 27, 2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: O'BRIEN, MCMORRIN
NOES: NONE

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Receive a Report and Presentation City's User Fee Study and Provide Direction to Staff

Lisa Soghor, Chief Financial Officer, provided background on the City's User Fee Study process; best practices; cost recovery levels; and the separate process for Parks, Recreation and Community Services (PRCS) fees.

Nicole Kissam, NBS, provided a presentation on the User Fee Study; discussed industry standards; aspects of the fee study; routine goals and scope of the project; the approach to calculating fees; results; full cost recovery; length of the study process; fee for services; clarification that fees cannot exceed cost for services or the estimated reasonable cost of providing services; cost for use of government buildings; cost of providing services; fees for development services; the process to set fees; fees that are not studied; data collected; new practices and types of fees; staff recommendations; fee comparisons; policy setting; other sources of income to cover shortfalls; and next steps.

Discussion ensued between Ms. Kissam, staff, and Subcommittee Members regarding bringing the fee schedule back annually to City Council; sidewalk vending permits; the need for clarity regarding what fees are subsidized and how each subsidy aligns with the interest of the public; keeping an eye on potential chilling effects of new and updated fees; needed indication of how cost recovery rates tie to community values; increases in revenues from updated fees; credit card convenience fees; updating the Report Summary chart from the Draft Fee Study to include cost recovery in dollars and not just percentages; the need to update fees annually; and the need for more in depth review and study of PRCS fees.

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Public Comment – Items NOT on the Agenda (Continued)

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

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Items from Committee Members/Staff

Chair McMorris asked regarding plans for future Audit, Financial Planning, and Budget Subcommittee meetings. Lisa Soghor, Chief Financial Officer, indicated that there were no current plans but that she intended to hold a meeting during budget season.

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Adjournment

At 2:00 P.M. the Audit, Financial Planning, and Budget Subcommittee adjourned.

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Jeremy Bocchino
SECRETARY PRO TEMPORE of the Audit, Financial Planning, and Budget
Committee
Culver City, California

APPROVED

Yasmine-Imani McMorrin
CHAIR of the Audit, Financial Planning, and Budget Subcommittee, Culver City,
California