

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
CITY OF CULVER CITY FINANCE ADVISORY COMMITTEE

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

April 13, 2022  
7:00 p.m.

**CALL TO ORDER & ROLL CALL**

Vice Chair Menthe called the regular meeting of the City of Culver City Finance Advisory Committee to order at 7:00 p.m. in the Patacchia Conference Room at City Hall.

**Members Present:** DARREL MENTHE, Vice Chair  
ANNE DIGA JACOBSEN, Member  
JOHNNIE GRIFFING, Member  
KEVIN LACHOFF, Member  
ROBERT QUINN, Member

**Absent:** ANDREW LACHMAN, Chair  
MARC BAUER, Member  
KEITH JONES, Member

**Staff Present:** Lisa Soghor, Chief Finance Officer  
Erica Melton, Financial Systems and Purchasing  
Manager  
Punit Chokshi, Senior Management Analyst  
John Figueroa, Senior Account Clerk  
Melissa Zak, Associate Analyst

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**Pledge of Allegiance**

Member Diga Jacobsen led the Pledge of Allegiance.

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

Vice Chair Menthe invited public comment.

The following member of the public addressed the Committee:

George Laase expressed concern with revenue and budgetary numbers presented at the last meeting showing yearly increases to the Real Estate Transfer Tax; he discussed the four-fold increase; the ballot argument; the difficulty of passing a tax in the City; and the short discussion about the tax.

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### **Presentations**

#### Item P-1

#### **Presentation from Consultant to the FAC on Ballot Measure Issues Survey Results**

Rick Sklarz, FM3, provided a presentation on survey results for the Business License Tax and the Affordable/Workforce Housing Ballot Measure; discussed methodology; comparisons between current survey results and previous survey results; homelessness as the number one issue identified by voters; housing costs; traffic congestion; inflation; closure of small, local businesses; crime; local taxes; the City budget; feedback on proposed ballot measures; use of funds; the 2/3 requirement to pass the housing measure; the simple majority required to pass the business license tax; feedback regarding paying a flat fee vs. paying based on square footage; prioritization of Public Safety; and the need for extensive outreach and education.

Discussion ensued between Mr. Sklarz, staff and Committee Members regarding the number of registered voters in the City; demographics; costs related to increasing the sample size; survey methodology; the connection between the forecast and actual returns; accuracy with regard election results; the polls as a snapshot in time; the rapid pace of change; the threshold for the amount that people are willing to pay per household; differences in voter mood in the Los Angeles area; Culver City as a bubble in the Los Angeles area; changes since 2020; appreciation for the informative presentation; and the presentation to the City Council in May.

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Item P-2

**Presentation from Consultant to the FAC on Participatory Budgeting**

Keyan Bliss, Participatory Budgeting Project (PBP), introduced Co-Executive Director, Kristiana De Leon; provided a background on the organization and a presentation on the Participatory Budgeting process; discussed outreach methods; the ability for everyone to participate directly; democratizing the annual budget process; reversing rather than reenforcing power dynamics; improving accessibility; ensuring that the process is community-led; engaging marginalized communities; key ways to ensure inclusivity and equity; creating a community process; the experience of other cities who have utilized Participatory Budgeting; and available resources to help inform decision making.

Discussion ensued between Kristiana De Leon and Keyan Bliss from PBP, and Committee Members regarding the process for a City to engage with PBP; funding; costs; engaging in a pilot program; level of support desired; building trust; collaboration; co-defining success; process timeline; determining where to invest resources; community engagement; discretionary funding; creation of a steering committee; the Seattle process; testimonials from elected officials; agreement by the presenters to provide their slide deck to the Committee; staff time required to facilitate the process; partnerships; and appreciation for the presentation.

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**Receipt and Filing of Correspondence**

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

Discussion ensued between staff and Committee Members regarding costs associated with travel for vendors; the ability to make remote presentations; technology upgrades; and direction from the City Manager for remote presentations by vendors.

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## **Consent Calendar Items**

### Item C-1

#### **Approval of the Minutes for the Finance Advisory Committee Meeting of March 9, 2022**

MOVED BY MEMBER GRIFFING AND SECONDED BY MEMBER LACHOFF THAT THE FINANCE ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF MARCH 9, 2022.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GRIFFING, LACHOFF, MENTHE  
NOES: NONE  
ABSENT: BAUER, JONES, LACHMAN  
ABSTAIN: DIGA JACOBSEN, QUINN

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#### **Order of the Agenda**

No changes were made.

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## **Action Items**

### Item A-1

#### **FAC – Administration of the Oath of Office to Newly Appointed Committee Member**

Melissa Zak, Associate Analyst, administered the Oath of Office to newly appointed Member Alec de Mattos.

Member de Mattos provided background on himself.

Vice Chair Menthe welcomed Member de Mattos to the Committee.

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Item A-2

**FAC - Receive an Update on the Culver City Economic Recovery Task Force (ERTF)**

Member Lachoff reported that there had been no meeting of the Economic Recovery Task Force since the previous Finance Advisory Committee meeting in March.

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Item A-3

**FAC – (1) Discussion of Draft Written Report to the City Council Regarding Work Plans; and (2) Authorize Transmittal to City Council**

Erica Melton, Financial Services and Purchasing Manager, provided a summary of the material of record

Discussion ensued between staff and Committee Members regarding support for the new format; clarification that the FAC is one of the first bodies to provide a report on a regular basis and the item is for other bodies to catch up; and ensuring that the FAC provides reports at the same time as the other bodies.

Vice Chair Menthe invited public comment.

The following member of the public addressed the Committee:

Paul Ehrlich questioned when the FAC would review the proposed budget.

Discussion ensued between staff and Committee Members regarding presentation of the budget to the City Council on May 9 with budget discussions on May 16 and May 17; the process; appreciation to Mr. Ehrlich for his interest in the budget process; subcommittees; consistency with other bodies; whether to add a bullet point to reflect subcommittees; support for brevity; and a correction to bullet point 4 to clarify that the abbreviation for the Economic Recovery Task Force should be ERTF.

MOVED BY MEMBER DIGA JACOBSEN AND SECONDED BY MEMBER LACHOFF THAT THE FINANCE ADVISORY COMMITTEE APPROVE TRANSMITTAL OF FAC WORK PLANS TO THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DE MATTOS, DIGA JACOBSEN, GRIFFING, LACHOFF, MENTHE, QUINN

NOES: NONE  
ABSENT: BAUER, JONES, LACHMAN

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Item A-4

**FAC - (1) Receive Reports from the Government Efficiency Ad Hoc Subcommittee; (2) Receive Reports from the Business License Review Ad Hoc Subcommittee; (3) Discuss Report Recommendations and Determine Next Steps; and (4) Provide Direction to Staff, If Deemed Appropriate**

Member Griffing discussed the work of the Governmental Efficiency Ad Hoc Subcommittee; revisions to the schedule for the Innovation and Performance Awards; successful receipt of four submittals for subcommittee review; looking for contributions to savings of money, carbon footprint, revenue, and efficiencies; final selections brought forward to the June 13 City Council meeting to coincide with the EHRAC (Equity and Human Relations Advisory Committee) award; the partnership proposed by the City Clerk; appreciation for the help of staff; and he indicated that he had recused himself from the selection process as he is a City employee.

Discussion ensued between staff and Committee Members regarding the evaluation process; development of a matrix; criteria; the subcommittee comprised of Members Diga Jacobsen, Griffing, Quinn, and Chair Lachman; the subcommittee recommendation; and recognition for the work of Member Griffing.

Vice Chair Menthe indicated that there was no report from the Business License Review Ad Hoc Subcommittee.

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Item A-5

**Discussion of May 11, 2022 Agenda**

Erica Melton, Financial Services and Purchasing Manager, indicated that standing items were the only items on the agenda.

Discussion ensued between staff and Committee Members regarding the informational Participatory Budgeting presentation; lack of City Council direction; agendaizing consideration of creating a subcommittee to look at the Workforce Housing proposal; the City Council Housing Subcommittee; other Committees considering the issue; Members who did not have the benefit of seeing the presentation; availability of the presentation to the City Council; and agreement to place a discussion of the presentation on the agenda for the next meeting to bring absent Members up to speed on the Ballot Measure Issues Survey Results.

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

Vice Chair Menthe invited public comment.

The following members of the public addressed the Committee:

George Laase discussed variations in the Real Estate Transfer Tax from year to year.

Vice Chair Menthe suggested that Mr. Laase email any information that he would like the Committee to see.

Paul Ehrlich expressed concern with inadequate notification about the meeting; discussed the vague agenda; and he indicated that he would have asked to participate in public comment on the presentation if he had received more detail about the items presented.

Discussion ensued between staff and Committee Members regarding the process for meeting notification and adding more detail to agendas.

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**Items from Committee Members/Staff**

Erica Melton, Financial Services and Purchasing Manager, reminded everyone to encourage interested parties to apply for open positions on Committees, Boards, and Commissions; she noted that incumbents were required to reapply; stated that term limits apply; and she indicated that applications were available at [www.culvercity.org/serve](http://www.culvercity.org/serve).

Vice Chair Menthe was pleased to be meeting in person again, and he reported six openings on the School District Community Budget Advisory Committee.

Discussion ensued between staff and Committee Members regarding availability of the meeting to the public; regret that there was not a larger audience for the presentation; the upcoming presentation to the City Council which will be posted on the City website; and the staff-intensive nature of hybrid meetings.

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## Adjournment

There being no further business, at 9:02 p.m., the City of Culver City Finance Advisory Committee adjourned their meeting.

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

APPROVED

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Darrel Menthe  
VICE 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