

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

July 12, 2023
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 7:00 p.m. in the Dan Patacchia Meeting Room at City Hall.

Members Present: ANDREW LACHMAN, Chair
 MARC BAUER, Member
 ANNE DIGA JACOBSEN, Member
 ANISSA DI VINCENTE, Member
 JOHNNIE GRIFFING, Member
 KEVIN LACHOFF, Member

Absent: KEITH JONES, Member

Staff Present: Lisa Soghor, Chief Financial Officer
 Melissa Zak, Associate Analyst

Melissa Zak, Associate Analyst, announced that Vice Chair Darrel Menthe had resigned upon being appointed to the Planning Commission, leaving a vacancy to be filled.

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Pledge of Allegiance

Member Bauer led the Pledge of Allegiance.

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Public Comment for Items NOT on the Agenda

Chair Lachman invited public comment.

Melissa Zak indicated that no public comment had been received.

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Receipt and Filing of Correspondence

Melissa Zak 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 May 10, 2023

MOVED BY MEMBER LACHOFF AND SECONDED BY MEMBER DIGA JACOBSEN THAT THE FINANCE ADVISORY COMMITTEE APPROVE THE MINUTES FOR THE FINANCE ADVISORY COMMITTEE MEETING OF MAY 10, 2023.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

(1) Introduction of New Committee Member, and (2) Annual Selection of Officers (Chair and Vice Chair) to Serve a One-Year Term

Melissa Zak introduced Anissa Di Vincente who was appointed by the City Council to represent City-staff non-management bargaining group and had already taken the Oath of Office.

Lisa Soghor, Chief Financial Officer, reported that Culver City Unified School District (CCUSD) was still working to fill Member Quinn's position.

Discussion ensued between staff and Committee Members regarding filling the seat with Member Quinn's successor and the process to fill the vacant Business seat on the FAC.

MOVED BY MEMBER BAUER AND SECONDED BY MEMBER GRIFFING THAT THE FINANCE ADVISORY COMMITTEE APPOINT ANDREW LACHMAN TO SERVE AS CHAIR OF THE FINANCE ADVISORY COMMITTEE FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

MOVED BY MEMBER GRIFFING AND SECONDED BY MEMBER LACHOFF THAT THE FINANCE ADVISORY COMMITTEE APPOINT ANNE DIGA JACOBSEN TO SERVE AS VICE CHAIR OF THE FINANCE ADVISORY COMMITTEE FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

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Item A-2

(1) Receive Final Report from the Government Efficiency Ad Hoc Subcommittee, (2) Dissolve the Current Government Efficiency Ad Hoc Subcommittee, and (3) Establish New Government Efficiency Ad Hoc Subcommittee for FY24

Member Griffing provided a report on the Government Efficiency Ad Hoc Subcommittee; discussed a publication about the event with photographs that he would disseminate; he noted good feedback received from staff about the event; and lessons learned.

Discussion ensued between staff and Committee Members regarding positive feedback from Council Members; increased number of applicants; the importance of recognition; making a positive impact on the community; and maintaining the ad hoc nature of the subcommittee.

MOVED BY VICE CHAIR DIGA JACOBSEN AND SECONDED BY MEMBER LACHOFF THAT THE FINANCE ADVISORY COMMITTEE DISSOLVE THE 2022-2023 GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

Discussion ensued between staff and Committee Members regarding standing committees vs. ad hoc subcommittees.

MOVED BY MEMBER LACHOFF AND SECONDED BY VICE CHAIR DIGA JACOBSEN THAT THE FINANCE ADVISORY COMMITTEE FORM THE 2023-2024 GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

Members expressed willingness to serve on the 2023-2024 Government Efficiency Ad Hoc Subcommittee.

THE FINANCE ADVISORY COMMITTEE PASSED A MOTION TO APPOINT CHAIR LACHMAN, VICE CHAIR DIGA JACOBSEN AND MEMBERS DI VICENTE AND GRIFFING TO SERVE ON THE GOVERNMENT EFFICIENCY AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

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Item A-3

FAC – Receive Reports for Discussion from the (1) Assets Ad Hoc Subcommittee, (2) Structural Revenue Review Ad Hoc Subcommittee, (3) FAC Anniversary Ad Hoc Subcommittee, and (4) City Council Engagement Ad Hoc Subcommittee; (5) Affordable Housing Ad Hoc Subcommittee, and (6) Provide Direction to Staff, if Deemed Appropriate

Chair Lachman indicated nothing to report on the Structural Revenue Review Ad Hoc Subcommittee and he noted that the affordable housing discussion had been delayed due to difficulty finding anyone to speak during the summer.

Member Bauer indicated that the Assets Ad Hoc Subcommittee was continuing their work.

Vice Chair Diga Jacobsen provided an update on the FAC Anniversary Ad Hoc Subcommittee and discussed distribution of the survey to gain feedback on an appropriate date for the commemorative event.

Discussion ensued between staff and Committee Members regarding potential dates for the event; availability; agreement upon October 11 as the date for the anniversary event; appropriate activities and commemorative items; and the need for another Subcommittee Member with the loss of former Vice Chair Menthe.

THE FINANCE ADVISORY COMMITTEE PASSED A MOTION TO APPOINT MEMBER DI VICENTE TO SERVE ON THE FAC ANNIVERSARY AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN

NOES: NONE
ABSENT: JONES

Discussion ensued between staff and Committee Members regarding the vacancy on the City Council Engagement Ad Hoc Subcommittee.

THE FINANCE ADVISORY COMMITTEE PASSED A MOTION TO APPOINT MEMBER LACHOFF TO SERVE ON THE CITY COUNCIL ENGAGEMENT AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DI VINCENTE, DIGA JACOBSEN, GRIFFING, LACHOFF,
LACHMAN
NOES: NONE
ABSENT: JONES

Discussion ensued between staff and Committee Members regarding the Affordable Housing Ad Hoc Subcommittee; basic economics; best practices; what other cities are doing; private industry perspectives; and agreement to start presentations in August.

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Item A-4

Receive an Update on the Culver City Economic Vitality Task Force

Member Lachoff indicated that Culver City Economic Vitality Task Force had not met so there was nothing to report and there would not be a report available until September.

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Item A-5

Discussion of August 9, 2023 Agenda

Discussion ensued between staff and Committee Members regarding items for the next agenda; subcommittee reports; timing of the sales tax reports; availability of information; items from the City Council; the user fee study; and the Committee agreed not to meet in August.

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Public Comment – Items NOT on the Agenda (Continued)

Chair Lachman invited public comment.

Melissa Zak indicated that no public comment had been received.

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Items from Committee Members/Staff

Lisa Soghor, Chief Financial Officer, indicated that the budget had been adopted by the City Council; discussed submission of the budget book to the GFOA (Government Finance Officers Association) in September; the Budget in Brief document; the annual financial report at the end of the calendar year; providing transparency for the public; providing charts and graphics with links to the main budget; distribution of letters for the new Business License rates; and the renewal process in the fall.

Discussion ensued between staff and Committee Members regarding the mailer; codes to assign categories; mailed and digital correspondence; the addition of interactive technologies; the audit process; and interim field work.

Committee Members expressed appreciation for the work of former Vice Chair Menthe and wished him well on the Planning Commission.

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Adjournment

There being no further business, at 7:35 p.m., the City of Culver City Finance Advisory Committee adjourned their meeting to a regular meeting to be held on September 13, 2023.

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Melissa Zak
SECRETARY of the Culver City Finance Advisory Committee
Culver City, California

APPROVED

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.

Jeremy Bocchino
CITY CLERK

Date