

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

**July 14, 2021
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. via Virtual Webex.

Members Present: ANDREW LACHMAN, Chair
 DARREL MENTHE, Vice Chair
 MARC BAUER, Member
 JOHNNIE GRIFFING, Member
 KEITH JONES, Member
 SEAN KEARNEY, Member
 KEVIN LACHOFF, Member
 BRYAN SUA, Member

Staff Present: Onyx Jones, Chief Finance Officer
 Erica McAdoo, Financial Systems & Purchasing Manager
 Punit Chokshi, Senior Management Analyst
 Michelle Villongco, Associate Analyst

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Pledge of Allegiance

Vice Chair Menthe led the Pledge of Allegiance.

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Item A-1
(Out of Sequence)

Administration of the Oath of Office to Newly Appointed Committee Member

Michelle Villongco, Associate Analyst, administered the Oath of Office to newly appointed Member Anne Diga Jacobsen.

Member Jacobsen provided background on herself.

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Public Comment - Items NOT on the Agenda

Chair Lachman invited public comment.

Michelle Villongco, Associate Analyst, reported that no public comment had been received.

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Consent Calendar Items

Item C-1

Approval of the Minutes for the Regular Adjourned Meeting of June 9, 2021

MOVED BY MEMBER LACHOFF, SECONDED BY MEMBER GRIFFING AND UNANIMOUSLY CARRIED, THAT THE FINANCE ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR ADJOURNED MEETING OF JUNE 9, 2021.

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Order of the Agenda

Item A-1 was heard after the Pledge of Allegiance.

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Action Item

Item A-2

Selection of Annual Officers (Chair and Vice Chair) to Serve a One-Year Term, Expiring June 30, 2022

MOVED BY VICE CHAIR MENTHE, SECONDED BY MEMBER GRIFFING AND UNANIMOUSLY CARRIED, THAT THE FINANCE ADVISORY COMMITTEE APPOINT ANDREW LACHMAN TO SERVE AS CHAIR FOR A ONE-YEAR TERM, EXPIRING JUNE 30, 2022.

MOVED BY CHAIR LACHMAN, SECONDED BY MEMBER BAUER AND UNANIMOUSLY CARRIED, THAT THE FINANCE ADVISORY COMMITTEE APPOINT DARREL MENTHE TO SERVE AS VICE CHAIR FOR A ONE-YEAR TERM, EXPIRING JUNE 30, 2022.

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Item A-3

(1) Receive Reports from Subcommittees; (2) Discussion of Approved Work Plan; (3) Discussion of the Creation of Subcommittees; (4) (If Desired) Creation of Subcommittees; and (5) (If Desired) Appointment of Members to Such Subcommittees

Chair Lachman invited public comment.

The following member of the public addressed the Committee:

Jane Leonard proposed that the FAC adopt the process for hearing reports from subcommittees currently being followed by the Equity and Human Relations Advisory Committee to provide additional clarity for the public though she acknowledged that additional staff time would be involved.

Member Lachoff indicated that the Extended Stay Hotel Tax Subcommittee would be meeting with staff next week.

Member Griffing provided an update on the Government Efficiency Awards Subcommittee; discussed internal resources for creation of the actual award; boiler plate language from other cities; presentation of a plaque; and creation of a virtual process.

Discussion ensued between staff and Committee Members regarding money budgeted for plaques and gift cards; adjusting the timeline; agendizing further discussion of the item; the Information Gathering Subcommittee; and reconstituting the Asset Subcommittee.

MOVED BY MEMBER GRIFFING, SECONDED BY MEMBER SUA AND UNANIMOUSLY CARRIED, THAT THE FINANCE ADVISORY COMMITTEE APPOINT MEMBER DIGA JACOBSEN TO THE GOVERNMENT EFFICIENCY AWARDS SUBCOMMITTEE AND THE ASSET SUBCOMMITTEE.

Additional discussion ensued between staff and Committee Members regarding the Work Plan and ability to add additional items.

MOVED BY MEMBER BAUER, SECONDED BY MEMBER KEARNEY AND UNANIMOUSLY CARRIED, THAT THE FINANCE ADVISORY COMMITTEE ADOPT THE WORK PLAN FOR SUBMISSION TO THE CITY COUNCIL.

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Item A-4

Discussion of Business License Ordinance

Discussion ensued between staff and Committee Members regarding the Business License Tax; payment and penalties; gross receipt taxes; the due date; lack of staff discretion in waiving penalties; timing of mailing notices out; information necessary for businesses to calculate the fee; examination of practices of other cities; encouraging prompt payment; penalizing inadvertence; formation of a subcommittee to investigate a revision to the ordinance; best practices of other municipalities; staff time; the review of the entire municipal code; staying within the realm of the charge of the Committee; requesting a formal charge from the City Council; the hold put on the task to overhaul the entire Business License Code by the City Council; institutional knowledge; and Member Lachoff volunteered to join the subcommittee.

THE FINANCE ADVISORY COMMITTEE PASSED A UNANIMOUS MOTION TO CREATE AN AD HOC SUBCOMMITTEE FOR THE REVIEW OF THE BUSINESS LICENSE TAX AND APPOINT CHAIR LACHMAN, VICE CHAIR MENTHE AND MEMBERS JONES AND LACHOFF, WITH AN ASK TO THE CITY COUNCIL TO PROVIDE ANY FURTHER GUIDANCE TO THE COMMITTEE WITHIN THEIR CHARGE.

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Item A-5

Receive an Update on the Culver City Economic Recovery Task Force

Discussion ensued between staff and Committee Members regarding creation of a marketing plan to encourage people to revisit the community; the “Love Local” banner campaign; City Council direction; reenforcing branding; Temporary Use Permits (TUP) for outdoor dining; consideration of making parklets permanent; encouraging people to come back to work; and shortages of employees.

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Item A-6

Discussion of August Agenda

Discussion ensued between staff and Committee Members regarding retirement of the City Attorney; outsourcing; discussions with bargaining units; consideration of in-person or virtual meetings; public participation; vaccination status; safety concerns; benefits to in-person meetings; limitations with virtual meetings; potential precautions for in-person meetings; the ability to return to virtual meetings if need be; and agreement that the FAC would like to meet in-person in August.

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Public Comment – Items NOT on the Agenda (Continued)

Chair Lachman invited public comment.

Michelle Villongco, Associate Analyst, reported that no public comment had been received.

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Receipt of Correspondence

None.

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Items from Committee Members/Staff

None.

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Adjournment

There being no further business, at 8:04 p.m., the Finance Advisory Committee adjourned its meeting to Wednesday, August 11, 2021 at 7:00 p.m.

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Michelle Villongco
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 Green
CITY CLERK

Date