

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

February 8, 2023
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 7:01 p.m. in the Dan Patacchia Meeting Room at City Hall.

Members Present: ANDREW LACHMAN, Chair*
DARREL MENTHE, Vice Chair
MARC BAUER, Member
ALEC DEMATTOS, Member
ANNE DIGA JACOBSEN, Member
JOHNNIE GRIFFING, Member
KEITH JONES, Member**
KEVIN LACHOFF, Member

* Chair Lachman joined the meeting at 7:20 p.m.
** Member Jones joined the meeting at 7:04 p.m.

Absent: ALEC DEMATTOS, Member
ROBERT QUINN, Member

Staff Present: Lisa Soghor, Chief Financial Officer
Elizabeth Shavelson, Financial Systems and
Purchasing Manager
Melissa Zak, Associate Analyst

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Pledge of Allegiance

Vice Chair Menthe led the Pledge of Allegiance.

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Public Comment for Items NOT on the Agenda

Vice Chair Menthe invited public comment.

~~Melissa Zak, Associate Analyst, indicated that no public comment had been received.~~

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Receipt and Filing of Correspondence

Melissa Zak, Associate Analyst, 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 January 11, 2023

MOVED BY MEMBER DIGA JACOBSEN AND SECONDED BY MEMBER GRIFFING THAT THE FINANCE ADVISORY COMMITTEE APPROVE THE MINUTES FOR JANUARY 11, 2023.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BAUER, DIGA JACOBSEN, GRIFFING, LACHOFF, MENTHE

NOES: NONE

ABSENT: DEMATTOS, JONES, LACHMAN, QUINN

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Order of the Agenda

Item A-3 was re-opened during Item A-4.

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Action Items

Item A-1

(1) Receive reports from the Government Efficiency Ad Hoc Subcommittee; (2) Receive reports from the Assets Ad Hoc Subcommittee; (3) Receive reports from the Structural Revenue Review Subcommittee; (4) Discuss reports' recommendations and determine next steps; and (5) Provide direction to staff, if deemed appropriate

Member Griffing reported on the work of the Government Efficiency Ad Hoc Subcommittee; discussed the budget; trophy design; the application form; the deadline; last year's extension; coordination with the City Clerk and the Equity and Human Relations Advisory Committee (EHRAC); categories; judgement criteria; the timeline; time available for application review; the planned awards ceremony in June; and outreach.

Member Jones joined the meeting.

Member Bauer provided an update on the Assets Ad Hoc Subcommittee; discussed the spreadsheet created; consideration of findings with staff; the City as residential landlord for several houses in Culver City; and looking for ways to create revenue.

Discussion ensued between staff and Committee Members regarding asset value and acknowledgement that Chair Lachman takes the lead on the Structural Revenue Review Subcommittee and was not present in the meeting.

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Item A-2

FAC – Receive an Update on the Culver City Economic Vitality Task Force

Member Lachoff provided a report on the Economic Vitality Task Force noting that it had not met since the last FAC meeting, but a meeting was planned for March.

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Item A-3

FAC - Draft Biannual Report to the City Council Regarding FAC 2022 Accomplishments and 2023 Proposed Activities; and (2) Authorize Transmittal to the City Council

Lisa Soghor, Chief Financial Officer, presented a draft for consideration noting direction from the City Clerk.

Discussion ensued between staff and Committee Members regarding fiscal year vs. calendar year; removal of older accomplishments; the letter collaboratively written to the City Council; the joint meeting with the Parks, Recreation and Community Services Commission; and the discussion of various methods of raising revenue.

Chair Lachman joined the meeting.

Discussion ensued between staff and Committee Members regarding accomplishments included and those to be added; the letter submitted to the City Council regarding the role of the FAC; the Business License Tax measure discussion; changing the word proposed to potential to indicate "the review of a potential ballot measure"; awards presented to four categories of honorees; methods of raising funds for park infrastructure and improvements; lighting; updating equipment; formation of the Structural Revenue and Budget Subcommittee; the Council Correspondence Subcommittee; the Assets Subcommittee; calendar year vs. fiscal year; elimination of redundancies; timing of business license fees; penalties; Finance Department discretion; grouping taxes together; analyzing assets held by the City to identify and optimize potential use for revenue generation; review revenue and financing opportunities to fund parks and housing; assist the Finance Department with their work including the User Fee Study; updating the revenue map as part of the structural revenue item; review and discussion of the Annual Comprehensive Financial Report; review the success of the Fraud, Waste, and Abuse Hotline; review of recent initiatives such as Measure RE and rent control; the need for additional data due to the dynamic nature of the revenue source for Measure RE; commemoration of the ten years of existence of the FAC; City Council recognition; creation of the Committee; and Council support.

MOVED BY VICE CHAIR MENTHE AND SECONDED BY MEMBER BAUER
THAT THE FINANCE ADVSORY COMMITTEE AUTHORIZE TRANSMITTAL OF
THE BIANNUAL REPORT TO CITY COUNCIL AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-4

Discussion of FAC Participation at City Council Meetings

Chair Lachman referenced comments from Vice Mayor McMorris encouraging additional information from all Commissions, Boards, and Committees (CBCs); comment from Council Member Eriksson regarding work plans; and Chair Lachman asked that the previous motion be amended to include greater participation, presentations, and communication with the City Council to identify opportunities to highlight and discuss initiatives and proceedings of CBCs.

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Item A-3

(Continued)

FAC - Draft Biannual Report to the City Council Regarding FAC 2022 Accomplishments and 2023 Proposed Activities; and (2) Authorize Transmittal to the City Council

MOVED BY MEMBER BAUER TO OPEN ITEM A-3 AND TO AMEND THE BIENNIAL REPORT TO ADD A LINE TO THE WORK PLAN REGARDING IMPROVING COMMUNICATIONS WITH THE CITY COUNCIL AND CONSISTENTLY PARTICIPATING.

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Item A-4

(Continued)

Discussion of FAC Participation at City Council Meetings

Discussion ensued between staff and Committee Members regarding comments made by Chair Lachman during Public Comment at a recent City Council meeting about broader participation for all CBCs; the response from the City Council regarding the workplan; ensuring that communication with the City Council is public; lack of response to the letter from the FAC; allowing for public presentations from CBCs beyond three minutes during Public Comment; collaboration between CBC Chairs; and agreement to keep the item on the agenda for the next couple of meetings.

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Item A-5

Discussion of March 8, 2023 Agenda

Discussion ensued between staff and Committee Members regarding items for the next agenda; FAC Participation at City Council Meetings; the awards; the Evaluation Committee; coordination with the EHRAC; the timeline; commemorating the upcoming 10-year anniversary of the FAC; the User Fee Study; the Kosmont-Rose Institute 2022 Cost of Doing Business Survey; the Code of Conduct/Civility reminder; review and approval of Quarterly Measure C, Measure CC, and Real Property Transfer Tax Status Reports.

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Public Comment – Items NOT on the Agenda (Continued)

Chair Lachman invited public comment.

Melissa Zak, Associate Analyst, indicated that no additional public comment had been received.

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Items from Committee Members/Staff

Lisa Soghor, Chief Financial Officer, discussed staffing efforts; announced that Finance Manager, Michael Towler, had recently joined the team; introduced Financial Systems and Purchasing Manager, Elizabeth Shavelson; and she reported finalizing documents to be submitted to the GFOA (Government Finance Officers Association).

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Adjournment

There being no further business, at 8:06 p.m., the City of Culver City Finance Advisory Committee adjourned their meeting to March 8, 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

2 NOV 2023
Date