

REGULAR MEETING OF THE  
CULVER CITY  
ADVISORY COMMITTEE ON  
HOUSING AND HOMELESSNESS  
CULVER CITY, CALIFORNIA

May 25, 2021  
7:00 p.m.

**Call to Order & Roll Call**

Chair Silbiger called the regular meeting of the Culver City Advisory Committee on Housing and Homelessness to order at 7:04 p.m. via Webex.

Present: Karlo Silbiger, Chair  
Mark Lipman, Vice Chair  
Daniel Behrendt, Committee Member  
Darryl Cherness, Committee Member  
Rachel Feldstein, Committee Member  
Bubba Fish, Committee Member  
Khin Khin Gyi, Committee Member

Staff: Tevis Barnes, Housing Programs Administrator  
Nick Sundback, Housing Navigator  
Christina Stoffers, Homeless Outreach Coordinator

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**The Pledge of Allegiance**

The Advisory Committee on Housing and Homelessness recited the Pledge of Allegiance.

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**Public Comment - Items NOT on the Agenda**

Chair Silbiger invited public comment and explained meeting procedures.

Tevis Barnes, Housing Programs Administrator, indicated that no public comment had been received.

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The following item was considered out of sequence:

**Items from Advisory Committee on Housing and Homelessness  
Members/Staff**

Member Behrendt received clarification regarding the process for agendaizing a discussion of a score-carding element at a future meeting, and he proposed reaching a consensus prior to meeting with other bodies in the future.

Member Cherness proposed creating a roster of Committee Members to facilitate communications between Members, subject to the Brown Act rules.

Discussion ensued between staff and Committee Members regarding confidentiality issues; email addresses; distribution of information to the Committee via staff; unwanted contact; and protocol.

Vice Chair Lipman discussed Brown Act issues; use of the group email; recent City Council direction to staff to investigate a Direct Housing Program; outreach to homeless individuals and homeowners regarding interest in participation; he reported participating in a recent panel on housing and Regional Housing Needs Assessment (RHNA) requirements for the Culver City Democratic Club; discussed community interest in alternate ways to increase housing without upzoning; 100% affordable overlay zones; and a suggestion to hold a Committee outreach event to discuss the broader issue of housing in Culver City.

Member Gyi discussed Housing Fund expenditures; carryover; and she received clarification that no funds were expended for Accessory Dwelling Units (ADUs) this year.

Tara Brown, Upward Bound House, introduced Kiara Payne, the new Director of Programs for Upward Bound.

Kiara Payne, Upward Bound House, provided background on herself and indicated eagerness to work with the City.

Chair Silbiger noted that the public is always able to participate in meetings as comments and feedback are valuable and appreciated.

Helen Chin, Assistant to the City Manager on Homelessness, introduced Kathleen Austria, Deputy for Constituent Engagement from Supervisor Holly Mitchell's office.

Kathleen Austria provided background on herself and indicated that she was present as a resource and eager to help in any way she could.

Chair Silbiger expressed appreciation for the recent joint meeting with the City Council; discussed comments made by Member Behrendt regarding preparation; opportunity for improvement; and elevating issues and the work of the Committee.

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### **Presentations**

Item P-1

#### **Safe Parking Los Angeles (LA)**

##### **Receive a Presentation from Sylvia Gutierrez, Executive Director, Safe Parking LA**

Nick Sundback, Housing Navigator, introduced Sylvia Gutierrez, Executive Director of Safe Parking LA, and he provided background on the program.

Sylvia Gutierrez, Executive Director of Safe Parking LA, provided background on herself and on the organization; discussed the program; history, mission and values of the organization; impacts; increased need; underutilized parking lots; advocacy; education; funding; number of people currently supported; development of relationships; the service component; providing resources; bridging into safer housing; services provided; financial assistance; the pandemic; health screenings; demographics; removing barriers to access housing; and she shared a success story.

Discussion ensued between Ms. Gutierrez and Committee Members regarding costs; demographic served; security; procedures; Code of Conduct; permit rules; lot size; Los Angeles Housing Services Authority (LAHSA) funding; fundraising; client financial assistance; identification of resources needed; the ability of those living in their cars to pivot back more quickly; length of time from identification of a site to

getting it up and running; assistance available to the City; costs to the City per space; staffing; Conditional Use Restrictions; use of available space; size of vehicle accepted; site requirements; screening processes; due diligence; clarification that an operating car is required in order to participate in the program; components necessary for a potential partnership; and working to meet the high demand on the westside.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY MEMBER BEHRENDT, SECONDED BY MEMBER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE ADVISORY COMMITTEE ON HOUSING AND HOMELESSNESS APPROVE MINUTES FOR THE SPECIAL MEETING OF MARCH 16, 2021.

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**Order of the Agenda**

Items from Staff/Committee Members was heard before the Presentation and after Public Comment for Items Not on the Agenda, Item A-3 was considered before Item A-2, and Item A-4 was not considered.

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**Action Items**

Item A-1

**Discussion - Safe Parking Programming**

**Review information on Operations and Best Practices of Safe Parking programs throughout Los Angeles County. Discussion on programming and budget impact to implement a Safe Parking Program. Consideration of program components of a Culver City Safe Parking Program and the appropriation of funding.**

Tevis Barnes, Housing Administrator, introduced the item.

Nick Sundback, Housing Navigator, provided a presentation on various Safe Parking programs in Los Angeles county; discussed division of responsibilities; funding; program structure and characteristics; the role of LAHSA; program sites and operators; participant characteristics; costs and housing placement; he provided a sample budget; discussed administration of programs; and the continued need for below market housing.

Discussion ensued between staff and Committee Members regarding inclusion of money in the budget for Safe Parking; next steps for staff; the Request for Proposals (RFP) process; City Council consideration; timing; potential LAHSA funding in the winter; safety of users; number of spaces; partnering with Saint Josephs; competition with other sites for LAHSA funding; identification of users; case management costs; costs for utilities; assistance provided to users; the focus to extend Safe Parking to the South Bay; and demonstrated demand.

Vice Chair Lipman moved to recommend that the City Council pursue an RFP as soon as possible and Member Cherness seconded the motion.

Additional discussion ensued between staff and Committee Members regarding competing priorities; the Motel Reuse Study; staff workload; coordination with the entity selected for Safe Parking; and outsourcing.

MOVED BY VICE CHAIR LIPMAN, SECONDED BY MEMBER CHERNESS AND UNANIMOUSLY CARRIED THAT THE ADVISORY COMMITTEE ON HOUSING AND HOMELESSNESS RECOMMEND THAT THE CITY COUNCIL PUT OUT A REQUEST FOR PROPOSALS (RFP) FOR A SAFE PARKING PROGRAM AS SOON AS POSSIBLE.

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Item A-3  
(Out of Sequence)

**Update - Outreach and Engagement Subcommittee**

**Receive an update from the Outreach Subcommittee (Chair Silbiger, Members Feldstein and Cherness) detailing a proposed community engagement event to announce the 2021 Homeless Count Results**

Chair Silbiger indicated that the Subcommittee had met regarding the best way to engage the community in the Homeless Count Results, and they proposed asking the City Clerk to provide space for a short presentation at an upcoming City Council meeting to share the results and create a community engagement event in June during the regular Committee meeting.

Tevis Barnes, Housing Administrator, reported that staff was working to organize the City Council Subcommittee; she thanked Christina Stoffers for her work to get the final numbers; and she discussed raw data and adjusted numbers.

Discussion ensued between staff and Committee Members regarding City Council support for community participation; event content; including a presentation from Saint Joseph Center; affordable housing options; efforts to encourage residents to support housing solutions in their neighborhood; working with other organizations that support cutting edge solutions; Homes Guarantee; social housing; community land trust; having a workshop on the Housing First model; and support for getting people off the street quickly at a lower cost.

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Item A-2

### **Discussion and Approval**

**Review the updated ACOHH Bylaws. Make a motion to approve the updated bylaws for consideration of Council approval.**

Tevis Barnes, Housing Programs Administrator, indicated that most of the changes proposed by the Committee had been incorporated; noted sections added by the City Clerk and legal counsel for consistency with other City bodies; discussed the change to the Committee name; the mission; the replacement of the word advocate with advise; the increase in the number of Committee Members from 7 to 9; elimination of residency requirements; the need to demonstrate a relationship to the City; inclusion of a youth representative, senior representative, and a Member with experience being homeless; the absence policy; meeting frequency; quorum; voting; Brown Act rules; meeting procedures; and expansion of staff

representation at meetings as being on an as needed basis.

Discussion ensued between staff and Committee Members regarding adding the word Advisory to the Committee title and consistency with other City bodies; typographical errors and formatting clean up; staggered membership; consistent four year terms for every Member; at-large members; clarification that members appointed under specific categories need not be Culver City residents, but must demonstrate a connection to the City or community; and keeping language regarding asking staff to attend meetings on an as needed basis broad in order to allow flexibility.

MOVED BY MEMBER FELDSTEIN, SECONDED BY MEMBER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE ADVISORY COMMITTEE ON HOUSING AND HOMELESSNESS RECOMMEND THAT THE CITY COUNCIL APPROVE THE BYLAWS AS AMENDED.

Additional discussion ensued between staff and Committee Members regarding the process; next steps; and appreciation for the work of the subcommittee on the update.

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Item A-4

**Discussion - 2021-2022 Fiscal Year Housing Budget**

**Standing Discussion on 2021-2022 Fiscal Year Budgetary Policy and Programming Related to Housing and Homelessness**

This item was not considered.

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**Public Comment for Items Not on the Agenda**

None.

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**Receive and File Correspondence**

None.

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**Items from Advisory Committee on Housing and Homelessness  
Members/Staff (Continued)**

Discussion ensued between staff and Committee Members regarding meeting schedule; Committee consensus to discuss creation of a scorecard to measure the progress of the City and the Committee in addressing homelessness; the community engagement event planned for the next meeting; adjusting the meeting date to increase public engagement; City Council approval; scheduling; and staff workload.

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**Adjournment**

There being no further business, at 9:28 p.m., the Culver City Advisory Committee on Housing and Homelessness adjourned to a meeting at 7:00 p.m. on Thursday, July 29, 2021.

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TEVIS BARNES

SECRETARY of the Culver City Advisory Committee on Housing and Homelessness, Culver City, California

APPROVED

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KARLO SILBIGER

CHAIR of the Advisory Committee on Housing and Homelessness, 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 Green  
CITY CLERK

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Date