

REGULAR MEETING OF THE
CULVER CITY
LANDLORD TENANT MEDIATION BOARD
CULVER CITY, CALIFORNIA

January 25, 2023
7:00 p.m.

Call to Order & Roll Call

Chair Hyatt called the regular meeting of the Culver City Landlord Tenant Mediation Board to order at 7:00 p.m. in the Patio Meeting Room at City Hall.

Present: Beth Hyatt, Chair
Gary Duboff, Board Member
Janice Ginther, Board Member
Carole Glodney, Board Member
Justin Lescoulie, Board Member
Elias Platte Bermeo, Board Member
Demetria Richardson, Board Member
Julieanna Thompson, Board Member

Absent: Judy Scott, Vice Chair
Kasey Esser, Board Member
Michael Matthias, Board Member

Staff: Mona Kennedy, Housing Programs Supervisor
Shannon Louis, Rent Stabilization Coordinator
Teresa Williams, Housing Staff

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Pledge of Allegiance

Justin Lescoulie led the Pledge of Allegiance.

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Consent Calendar

Item C-1
(Out of Sequence)

**Approval of Minutes for the Regular Meeting of October 26, 2022
(July Minutes Pending)**

Discussion ensued between staff and Board Members regarding adding clarification in the minutes as to the reason for Member Thompson's tardiness, and the acceptable number of absences per year.

THE LANDLORD TENANT MEDIATION BOARD APPROVED MINUTES FOR THE REGULAR MEETING OF OCTOBER 26, 2022 AS WRITTEN (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

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Public Comment for Items NOT On the Agenda

Mona Kennedy, Housing Programs Supervisor, indicated that no public comment had been received.

A member of the public provided background on themselves and indicated that they were present to observe the meeting.

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Correspondence

Mona Kennedy, Housing Programs Supervisor, indicated that no correspondence had been received.

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Order of the Agenda

The Consent Calendar was considered after the Pledge of Allegiance and Item A-3 was considered after Item A-1.

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Action Items

Item A-1

Quarterly Report of Mediated Cases and Requests for Mediation During the Last Quarter (October 2022 Through January 2023) In Addition, Discuss All Mediation Requests During the Last Quarter

Mona Kennedy, Housing Programs Supervisor, reported that a referral had been made to Los Angeles county, and there were zero mediation requests and zero mediations conducted during the last quarter.

Discussion ensued between staff and Board Members regarding conflicts of interest; referrals to Los Angeles county; feedback; confidential information; the number of mediations since rent control was enacted; the pandemic; COVID restrictions; and an observation that most requests come during the summer.

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Item A-3

(Out of Sequence)

Discussion of Draft Written Report to City Council Regarding 2022 Accomplishments and 2023 Proposed Activity/Upcoming Agenda Items for the Next Six Months; (2) Authorize Transmittal to City Council

Mona Kennedy, Housing Programs Supervisor, indicated that a copy of the work plan memo was available for Board Members to reference.

Discussion ensued between staff, and Board Members regarding providing ideas on what to work on as well as information on accomplishments for 2022 to the City Council; work on the Decision Tree; work with staff to create resources to assist in the relationship between landlords and tenants; helping tenants through the process; a suggestion to consider expanding the role of the Board; revisiting items later in the year; previous agreement to agendize reevaluating the scope of the Board; continuing items from 2022; the need for the presence of additional staff to get into more specific discussion; City Council direction necessary to expand the role of the Board;

legal issues; use of mediation for common-sense issues; keeping the discussion broad; and providing clear direction.

MOVED BY MEMBER GLODNEY, SECONDED BY MEMBER THOMPSON AND UNANIMOUSLY CARRIED, THAT THE LANDLORD TENANT MEDIATION BOARD EXPLORE EXPANDING THE MEDIATION ROLE OF THE BOARD TO OTHER LANDLORD TENANT ISSUES ASIDE FROM RENT (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

Additional discussion ensued between staff and Board Members regarding finalizing the Decision Tree; continued implementation of a broad public communications program; and collaboration with Tripepi Smith on the education campaign around the rent control ordinance.

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO FINALIZE THE DECISION TREE (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

Further discussion ensued between staff and Board Members regarding accomplishments for 2022.

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO DECLARE DEVELOPMENT OF THE DECISION TREE AS A 2022 LTMB ACCOMPLISHMENT (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO DECLARE BRAINSTORMING ADDITIONAL ROLES OF THE BOARD TO HELP THE CITY AS A 2022 LTMB ACCOMPLISHMENT (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO DECLARE ONE MEDIATION CONDUCTED AND ONE MEDIATION FORWARDED TO LOS ANGELES COUNTY AS A 2022 LTMB ACCOMPLISHMENT (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

Discussion ensued between staff and Board Members regarding implementation of the requirement that landlords include an addendum to the rental agreement and include information with any rental increase; enforcement; the ongoing process; education; forms available on the Apartment Association of Los Angeles (AALA) website; direction from the City necessary to target outreach to outside associations; helping property owners streamline the process; adding notice indicating that the Landlord Tenant Mediation Board is available to mediate; outreach to landlord and management organizations; providing forms as a resource on organization websites; ensuring that

people know what is required; broadly supporting staff efforts to conduct outreach and educate landlords and tenants about the LTMB and required documentation; and scope of the Board.

THAT THE LANDLORD TENANT MEDIATION BOARD WORK WITH CITY STAFF ON OUTREACH EFFORTS TO TENANTS, PROPERTY OWNERS, AND MANAGEMENT COMPANIES REGARDING THE LANDLORD TENANT MEDIATION BOARD INCLUDING THE REQUIRED LEGAL LANGUAGE ON RENTAL AGREEMENTS (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

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Item A-2

Update on Public Outreach Efforts with Creation of Decision Tree for City Website

Kevin Bostwick, Tripepi Smith, joined the meeting via Webex.

Discussion ensued between Mr. Bostwick, staff, and Board Members regarding requests for mediation from tenants and landlords; appreciation for the changes made; proposed rewording regarding required landlord participation; non-rent control properties; the 15-day time frame; mandatory vs. non-mandatory participation; direct mediation requests; enforcement; taking pressure off of the Housing Office and saving staff time; exploration of options; people who want to avoid going through the Housing Office; contact methodology; Committee preference to keep all the information contained to one page; the 15-day requirement; clarification that participation of non-rent control units in mediation is voluntary; Landlord Tenant Mediation Bylaws; clarification that Landlord Tenant Mediation had been established in lieu of rent control; agreement to change wording from "outlined terms will go into effect..." to read "agreed-upon terms will go into effect..."; changing language regarding providing facts to indicate "understanding regulations and options"; providing recommendations vs. providing options; email received by staff geared more toward rent control; the process to move the Decision Tree forward; approval based upon the changes submitted; further staff review; legal review; final approval; and staff agreed to investigate the exemption of non-rent control units from mediations.

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO APPROVE THE DECISION TREE WITH CHANGES AS DISCUSSED, WITH STAFF TO

REVIEW FOR FINAL APPROVAL (ABSENT MEMBERS ESSER, MATTHAIS, AND VICE CHAIR SCOTT).

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Public Comment for Items NOT On the Agenda

Mona Kennedy, Housing Programs Supervisor, indicated that no public comment had been received.

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Items from Landlord Tenant Mediation Board Members/Staff

Discussion ensued between staff and Board Members regarding scheduling; a potential conflict with date of the next meeting; a suggestion that Members take time to review the current bylaws for discussion at the next meeting; and a suggestion to allow those who have not been able to engage in a mediation to have a chance with a special mock mediation.

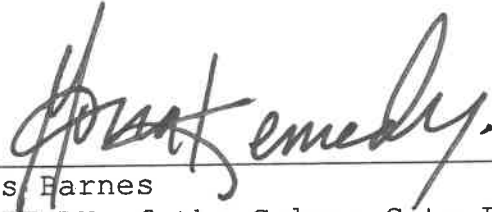
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Adjournment

There being no further business, at 8:02 p.m., the Culver City Landlord Tenant Mediation Board adjourned its meeting to Wednesday, April 26, 2023 at 7:00 p.m.

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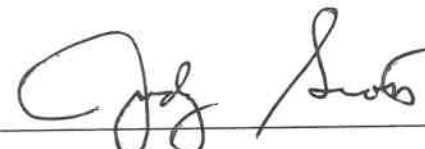
For



Tevis Barnes
SECRETARY of the Culver City Landlord Tenant Mediation Board
Culver City, California

APPROVED _____

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Beth Hyatt
CHAIR of the Culver City Landlord Tenant Mediation Board
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