



# City of Culver City

## Staff Report Details (With Text)

**File #:** 21-1098      **Version:** 1      **Name:**

**Type:** Minute Order      **Status:** Action Item

**File created:** 6/8/2021      **In control:** City Council Meeting Agenda

**On agenda:** 6/14/2021      **Final action:**

**Title:** CC - (1) Appointments to the (1) Civil Service Commission; Cultural Affairs Commission; Parks, Recreation, and Community Services Commission; Planning Commission; Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District; Landlord-Tenant Mediation Board; LAX Area Advisory Committee; Advisory Committee on Housing and Homelessness; Bicycle and Pedestrian Advisory Committee; Equity and Human Relations Advisory Committee; Fiesta La Ballona Committee; and Finance Advisory Committee; and (2) Direction to the City Clerk Regarding any Vacancies not Filled.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. CC Policy 3002\_Commisssions, Boards and Committees\_01-27-2020.pdf

Date	Ver.	Action By	Action	Result
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**CC - (1) Appointments to the (1) Civil Service Commission; Cultural Affairs Commission; Parks, Recreation, and Community Services Commission; Planning Commission; Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District; Landlord-Tenant Mediation Board; LAX Area Advisory Committee; Advisory Committee on Housing and Homelessness; Bicycle and Pedestrian Advisory Committee; Equity and Human Relations Advisory Committee; Fiesta La Ballona Committee; and Finance Advisory Committee; and (2) Direction to the City Clerk Regarding any Vacancies not Filled.**

**Meeting Date:** June 14, 2021

**Contact Person/Dept:** Mimi Ferrel/City Clerk Specialist

**Phone Number:** (310) 253-5851

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:**

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/09/2021);

**Department Approval:** Serena Wright-Black, Assistant City Manager (06/09/2021)

## **RECOMMENDATION**

Staff recommends the City Council (1) make appointments to the (1) Civil Service Commission; Cultural Affairs Commission; Parks, Recreation, and Community Services Commission; Planning Commission; Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District; Landlord-Tenant Mediation Board; LAX Area Advisory Committee; Advisory Committee on Housing and Homelessness; Bicycle and Pedestrian Advisory Committee; Equity and Human Relations Advisory Committee; Fiesta La Ballona Committee; and Finance Advisory Committee; and (2) provide direction to the City Clerk regarding any vacancies not filled.

## **BACKGROUND**

In this application cycle, there are a total of 25 openings across 12 bodies as follows:

- **Civil Service Commission** (1 Position - Seat 5)
- **Cultural Affairs Commission** (2 Positions - Seat 1\*, and Seat 2)
- **Parks, Recreation and Community Services Commission** (1 Position - Seat 4\*)
- **Planning Commission** (2 Positions - Seat 2, and Seat 3\*)
- **Board of Trustees of the Los Angeles County West Vector and Vector- Borne Disease Control District** (1 Position\*)
- **Landlord-Tenant Mediation Board** (3 Positions - Tenant Seat 2\*, Landlord Seat 2\*, and Member-at-Large Seat 2\*)
- **LAX Area Advisory Committee** (3 Positions\*)
- **Advisory Committee on Housing and Homelessness** ( 2 New Positions - Seat 8, and Seat 9)
- **Bicycle and Pedestrian Advisory Committee** (4 Positions - 1 Chamber of Commerce Rep\*, Residents: Disability Rep\*, Resident 1\*, and Resident 2\*)
- **Equity and Human Relations Advisory Committee** (2 Positions - Youth Rep Seat 1 and Labor Seat)
- **Fiesta La Ballona Committee** (3 Positions - Seat 2, Seat 3\*, and Seat 4)
- **Finance Advisory Committee** (1 Position - Seat 2 Resident)

Beginning on April 1, 2021, the City Clerk's Office publicized the vacancies as follows:

- Notice was posted on the City's website starting on April 1, 2021.
- Advertisements were published in the Culver City News on April 1 and May 6, 2021.
- Notice was sent via e-mail through *GovDelivery* on April 8, and 22; and May 1,6,13, and 15, 2021.
- Notice was posted on the social media application NextDoor on April 15 and May 5, and 14, 2021.
- Notice was posted on social media applications Facebook, Instagram and Twitter on April 9, and 23; and May 7 and 17, 2021.
- Notice was posted on Culver City TV beginning on April 14, 2021.

### ***Confirmation of Eligibility Requirements***

Upon receipt, the City Clerk's Office reviewed each application to confirm whether, on the face of the application, applicant met the minimum eligibility requirements.

With respect to commission appointments, the Culver City Municipal Code (CCMC) provides certain general provisions related to members and those seeking appointment to Commissions. CCMC Section 3.03.005 provides in pertinent part:

“Commissioners shall be residents of the City, none of whom shall hold any paid office or employment in the City Government. Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. No person may serve on more than one (1) Commission at the same time.”

Please note, the Advisory Committee on Housing and Homelessness, Equity and Human Relations Advisory Committee, LAX Area Advisory Committee, and the Landlord seat for the Landlord Tenant Mediation Board do not require applicants to be Culver City residents.

The Bicycle and Pedestrian Advisory Committee, and the LAX Area Advisory Committee do not have term limits.

Any seats not filled by the City Council this evening will be advertised again during the next annual cycle, unless City Council determines otherwise, and applications are accepted on a year-round basis.

### **DISCUSSION:**

Following are summaries of those who submitted applications. Those applicants with one asterisk (\*) applied to multiple bodies.. Those current appointees reapplying for their respective position will have “(Current Member)” next to their names, and those marked with an “up” symbol (^) submitted applications after the May 17, 2021 5:00 PM deadline.

It should be noted that there were several applicants for bodies that require Culver City residency who did not meet this requirement. Those individuals received e-mails or phone calls from the City Clerk's Office indicating that they were not eligible for appointment.

### **Seat Vacancies:**

**Civil Service Commission (CSC)** - There is one position available for a partial term through June 30, 2023. Seat No. 5 was held by Michelle Ford who resigned on April 30, 2021.

A total of three (3) eligible applications were received from:

Stewart Bubar  
Samantha Mensah  
Peter Stern

**Cultural Affairs Commission (CAC)** - There are two positions available Seat No.1 and Seat No.2. Seat No. 1 is a four-year term through June 30, 2025 and is currently held by Commissioner Brenda G. Williams, who is completing her first full term, is eligible for re-appointment to a second four-year term, and has applied for re-appointment. Seat No.2 is available for appointment for a full-term through June 30, 2025.

A total of five (5) eligible applications were received from:

Richard Frezza\* (PC)  
Walter Mees, Jr.  
Leora O'Carroll  
Adam Sriro  
Brenda G. Williams (**Current Member**)

**Parks, Recreation, and Community Services Commission (PRCS)** - Seat No. 4, currently held by Palvi Mohammed, is available for appointment to a full term expiring on June 30, 2025. Commissioner Mohammed has served one full term, and is eligible for re-appointment to a final full term.

Four (4) eligible application was received from:

Zirwat Chowdhury\* (BPAC)  
Palvi Mohammed (**Current Member**)  
Roger Naftzger  
Jason Pereira

**Planning Commission (Planning)** - There are two positions available Seat No. 2 and Seat No. 3. Seat No. 2 is available for appointment to a full term expiring on June 30, 2025. Andrew Reilman has served one full term in Seat No. 3, and is eligible for re-appointment to a final full term.

A total of five (5) eligible applications were received from:

Manjit Asrani\* (LAX, ACOHH)  
Jennifer Carter\* (ACOHH)  
Richard Frezza\* (CAC)  
Andrew Reilman (**Current Member**)  
Melissa Sanders

**Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District** - There is one position that is appointed to the outside body. Annual appointment is considered during the annual process for position which serves a January-December calendar year.

A total of one application was received from:

Jay Garacochea (**Current Member**)

**Landlord Tenant Mediation Board (LTMB)** - Three seats are available for appointment to full terms. The Tenant 2, Landlord 2, and Member At-Large 2 seats are each for four years, expiring on June 30, 2025.

Tenant Members shall be tenants of residential rental property located within the City of Culver City, and neither the applicant nor the applicant's spouse or dependents shall have any financial interest in residential income-producing property in Culver City. Landlord Representatives shall either own, manage, or have residential income property interest within Culver City and preferably be residents of Culver City. Members At-Large shall be residents of Culver City and shall not be tenants nor shall they own or have an ownership interest in any residential income-producing property in Culver City.

**Tenant Seat No. 2** - One seat is available for appointment.

A total of one (1) eligible application was received from:

Elias Platte-Bermeo

**Landlord Seat No. 2** - One seat is available for appointment. This seat is currently held by Judy Scott . Member Scott has served for three terms on the Board, is eligible for re-appointment, and has submitted an application to be considered for re-appointment.

A total of one (1) eligible application was received from:

Judy Scott (**Current Member**)

**Member At-Large Seat No. 2** - One seat is available for appointment.

A total of one (1) eligible application was received from:

Michael Matthias

**LAX Area Advisory Committee** - There are three seats available for appointment. Representative seats are for an outside board (not an official City body). Kevin Klowden and Luciano Nocera, and John Wahlert currently serve as the City's representatives, are eligible for re-appointment, and have submitted applications to be considered for re-appointment. These positions are annually appointed to serve a January-December calendar year.

A total of four (4) eligible applications were received from:

Manjit Asrani \* (PC, ACHH)

Kevin Klowden (**Current Member**)

Luciano Nocera (**Current Member**)

John Wahlert (**Current Member**) **Advisory Committee on Housing and Homelessness (ACHH)-**

There are two new positions available Seat 8, and Seat 9. These appointments are for a four-year term ending on June 30, 2025.

A total of eleven (11) applications were received from:

Manjit Asrani\* (LAX, PC)

Emily Brownlow

Jennifer Carter\* (PC)

Amy Cherness

Emily Dibiny

Anne Diga Jacobsen\* (FAC)  
Robyn Kupferman  
Lizbeth Mendez \* (EHRAC Youth Seat)  
Anthony Rizzo  
Sapna K. Shah  
Sara Wasserstrom

**Bicycle and Pedestrian Advisory Committee (BPAC) - No Term Limits**

A total of 4 positions are available - 1 Chamber of Commerce Rep seat, Resident Disability Rep Seat, Resident Seat 1, and Resident Seat 2. All three positions are for two-year terms that expire on June 30, 2023. Robyn Tenensap (Resident Disability Rep Seat who has been a member for 2 terms and Art Nomura (Resident Seat 1 who has been a member for 1 partial term and for 1 full term) are eligible for reappointment and have applied. Dane Twitchell has been recommended for reappointment to Chamber of Commerce Rep seat by the Culver City Chamber of Commerce.

To be eligible, Resident positions must be residents of Culver City.

A total of six (6) eligible applications were received from the following individuals.

Zirwat Chowdhury\* (PRCS)  
Jack Galanty (Resident)  
Allen Lulu (Resident)  
Art Nomura (Resident) (**Current Member**)  
Allison Smith ^ (Resident)  
Robyn Tenensap (Resident Disability) (**Current Member**)

**Equity and Human Relations Advisory Committee (EHRAC) - One-year Term**

There are two positions available: Youth Seat 1 and Labor Seat 1. The Youth Seat appointment is for a one-year term ending on June 30, 2022. The Labor seat is currently held by Anissa Di Vincente who has served for a partial term, is eligible for re-appointment, and has submitted an application for re-appointment for a one-year term ending on June 30, 2022.

A total of two (2) eligible applications were received for the Youth Seat and Labor Seat positions from:

Lizbeth Mendez\* (Youth Seat 1) (ACOHH)  
Anissa Di Vincente (Labor Seat) (**Current Member**)

**Fiesta la Ballona Committee** - This body advises and makes recommendations to the City Council and the Director of Parks, Recreation, and Community Services Department on policies and issues related to the City's annual Fiesta La Ballona event as defined in the body's bylaws. Members sit on this committee from November 1- October 31 of each year to allow for the same members to advise from the beginning of the planning through the wrap-up of the event. Seat No. 3 is currently held by Lila Swenson who has served a partial term, is eligible for re-appointment, and has submitted an application for re-appointment to a four-year term ending on October 31, 2025.

There are three positions available (Seats 2, 3, and 4). There were only two applications received from:

Roshni Mejia  
Lila Swenson (Seat No. 3) **(Current Member)**

**Finance Advisory Committee** - One position is currently available for Resident Seat 2. for a unexpired three-year term ending June 30, 2024. Resident Seat No. 2 was held by Josh Goldstein who resigned on May 12, 2021.

A total of two (2) applications were received for the Resident 2 position:

Anne Diga Jacobsen\* (ACHH)  
Shona Gupta

**Redacted copies of the applications are available by request at the City Clerk's Office and are available on the Commissions, Boards, and Committees website:**

[www.culvercity.org/City-Hall/Boards-Commissions/Apply-Now-to-CBCs](http://www.culvercity.org/City-Hall/Boards-Commissions/Apply-Now-to-CBCs) . <mailto:> **Please call 310) 253-5851, or email [city.clerk@culvercity.org](mailto:city.clerk@culvercity.org) <mailto:city.clerk@culvercity.org> .**

### **Mandatory Training**

A mandatory AB 1234 Ethics and Brown Act training has been scheduled for appointees on Thursday, June 24, 2021. Training on diversity, equity and inclusion will also be scheduled. All new applicants must complete this training within one year of appointment.

### **Commission, Board and Committee Interaction with the City Council**

In accordance with City Council Policy 3002 *City Commissions, Board and Committees; Appointed Representatives to Outside Agencies and Boards (Attached)*, adopted by Resolution No: 2020-R004, all CBCs shall periodically report to City Council regarding their activities. Section V of the policy states:

“In an effort to facilitate regular communications between the City Council and its Commissions, joint meetings between the City Council and each of the Commissions shall be scheduled on an annual basis. Periodically, but no less than quarterly, each CBC shall submit to the City Council a written report on their respective activities. Nothing in this Policy shall preclude the City Council from requesting a report from any CBC at any time.”

New Commission members will be informed of this requirement during their orientation.

### **FISCAL ANALYSIS**

Costs for advertising the vacancies in the newspaper and on social media totaled approximately \$700. Future costs will include the following: Diversity, Equity, and Inclusion training for members will cost up to \$1,300, Sexual Harassment training will cost up to \$1,250, and new appointees to the Landlord-Tenant Mediation Board will need 30 hours of professional mediation training at a cost of up to \$625. These costs have been included in the FY 2021-2022 Proposed Budget.

**ATTACHMENT**

- 1) City Council Policy 3002 (*City Commissions, Board and Committees; Appointed Representatives to Outside Agencies and Boards*)

**MOTION**

That the City Council make the following appointments as desired:

1. Appoint \_\_\_\_\_ to Seat No. 5 of the Civil Service Commission for a partial term expiring on June 30, 2023;
2. Appoint \_\_\_\_\_ to Seat No. 1 and \_\_\_\_\_ to Seat 2 of the Cultural Affairs Commission for full terms expiring on June 30, 2025;
3. Appoint \_\_\_\_\_ to fill Seat No. 4 to the Parks, Recreation, and Community Services Commission for a full term expiring June 30, 2025;
4. Appoint \_\_\_\_\_ to Seat No. 2 and \_\_\_\_\_ to Seat 3 of the Planning Commission for full terms expiring on June 30, 2025;
5. Appoint \_\_\_\_\_ to the Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control for a term expiring on December 31, 2022;
6. Appoint \_\_\_\_\_ to fill Tenant - Seat No. 2, \_\_\_\_\_ to fill Landlord - Seat No. 2, and \_\_\_\_\_ to fill Member At-Large - Seat No. 2 to the Landlord-Tenant Mediation Board for full terms expiring on June 30, 2025;
7. Appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to fill the three Representative Seats to the LAX Area Advisory Committee for full one-year terms of January 1, 2022 to December 31, 2022;
8. Appoint \_\_\_\_\_ to Seat No. 8 and \_\_\_\_\_ to Seat No. 9 of the Advisory Committee on Housing and Homelessness for full terms expiring on June 30, 2025;
9. Appoint \_\_\_\_\_ to Resident Disability Representative , and \_\_\_\_\_ to Resident Seat No. 1, and \_\_\_\_\_ to Resident Seat 2 of the Bicycle and Pedestrian Advisory Committee for full terms expiring on June 30, 2023; and accept the reappointment of Dane Twichell to Chamber of Commerce Rep by Culver City Chamber of Commerce;
10. Appoint \_\_\_\_\_ to the Youth Seat, and \_\_\_\_\_ to the Labor Seat to the Equity and Human Relations Advisory Committee for full terms expiring on June 30, 2022;

11. Appoint \_\_\_\_\_ to Seat No. 2 and \_\_\_\_\_ to Seat 3 of the Fiesta La Ballona Committee for full terms expiring on June 30, 2025;
12. Appoint \_\_\_\_\_ to Resident Seat 2 to the Finance Advisory Committee for a partial term expiring on June 30, 2024; and
13. Provide direction to the City Clerk regarding any vacancies not filled and other direction as deemed appropriate.