



City of Culver City

Staff Report

File #: 24-592, Version: 1

Item #: A-1.

CC - ACTION ITEM: Appointments to the (1) Bicycle and Pedestrian Advisory Committee and (2) Finance Advisory Committee.

Meeting Date: January 22, 2024

Contact Person/Dept: Mimi Ferrel/City Manager's Office
Jeremy Bocchino/City Manager's Office

Phone Number: (310) 253-5851

Fiscal Impact: Yes No

General Fund: Yes No

Attachments: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/17/2024)

Department Approval: Jesse Mays, Assistant City Manager (01/12/2024)

RECOMMENDATION

Staff recommends the City Council make appointments to fill the vacant Student Position on the Bicycle and Pedestrian Advisory Committee (BPAC) and the vacant Resident Seat and Local Business Representative Seat on the Finance Advisory Committee (FAC.)

BACKGROUND/DISCUSSION

The Bicycle and Pedestrian Advisory Committee

Lila Bragard has applied to fill the one currently vacant Student Seat through the current term ending June 30, 2024. Her application is attached.

The Finance Advisory Committee

On November 13, 2023, staff was directed to begin the recruitment process for the Finance Advisory Committee. The Finance Advisory Committee (FAC) provides advice to the City Council based on specific tasks and duties approved by City Council, which may include but are not limited to review of revenues and expenditures of Measure Y, Measure CW, and Measure C, as well as methods to

reduce expenditures, or increase of diversify City revenues.

Pursuant to the FAC Bylaws, the FAC is composed of up to nine members appointed by City Council. The membership may include up to three City residents, up to three members of the Culver City business community, one representative from the Culver City Unified School District, and up to two labor representatives from the City's employee bargaining groups. Each of the categories of seats has eligibility requirements.

The City Clerk's Office publicized the vacancies as follows:

- Notice was posted on the City's website starting on November 14, 2023.
- Notice was sent via e-mail through *GovDelivery* on November 27; and December 7, 14, 20, and 27, 2023.
- Notice was posted on the social media applications on December 4, 7, 14, 21, and 27, 2023.
- Notice was posted on Culver City TV beginning on December 5, 2023.
- An Advertisement was published in the Culver City News on December 14, 2024.

There are two positions available for the FAC: one vacancy for Resident Seat No. 2, and one vacancy for Business Member Seat No. 5. During this interim application cycle, a total of thirteen (13) eligible applications were received. (** Denotes Applicant indicated they are a Culver City Business Owner/operator*):

Leigh Austin
Jeanne Black*
Alexander Brody
Wyatt Gray
Mary Haase
Christopher Lyon
Matrecha Mcqueen*
King Molder
Vernon Rosado
Omer Sohail
Vikram Thakur
Liz Ustaris*
Dani Zandel

Confirmation of Eligibility Requirements

The City Clerk's Office reviewed each application to confirm applicants 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 FAC Business Member Seat does not require applicants to be Culver City residents. The Business Community Members shall own or be a partner, officer, or manager of a duly licensed business located within City limits.

Mandatory Training

A mandatory AB 1234 Ethics and Brown Act training will be scheduled for appointees in June 2024. Training on diversity, equity and inclusion will also be scheduled. All new applicants must complete these trainings within one year of appointment.

Statement of Economic Interest (FPPC Form 700)

FAC Appointees will be notified of the requirement to submit a Statement of Economic Interest (FPPC Form 700) during the onboarding process.

Commissions, Boards, and Committees (CBC) Interaction with 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: 2023-R062, 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 members will be informed of these requirements during their onboarding process.

The next annual cycle is scheduled to occur beginning in April 2024, and applications are accepted on a year-round basis.

FISCAL ANALYSIS

There is no fiscal impact associated with this item.

ATTACHMENTS

1. 2024-01-22__ATT Redacted Application for Student Seat on the BPAC
2. 2024-01-22__ATT Redacted Applications Received for FAC Appointments

MOTIONS

That the City Council:

1. Appoint Lila Bragard to the Student Seat on the Bicycle and Pedestrian Advisory Committee; and
2. Appoint _____ to the Resident Seat No.2 of the Finance Advisory Committee for a partial term expiring on June 30, 2024; OR for the current partial term and the next full four-year term expiring June 30, 2028; and
3. Appoint _____ to Local Business Representative Seat No. 5 of the Finance Advisory Committee for a partial term expiring June 30, 2024; OR for the current partial term and the next full four- year term expiring June 30, 2028