



City of Culver City

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Staff Report

File #: 24-888, Version: 1

Item #: A-2.

CC - ACTION ITEM: (1) Appointments to the Civil Service Commission; Cultural Affairs Commission; Parks, Recreation, and Community Services Commission; Planning Commission; Advisory Committee on Housing and Homelessness; Bicycle and Pedestrian Advisory Committee; Disability Advisory Committee; Equity and Human Relations Advisory Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; Martin Luther King Jr. and Juneteenth Celebration Advisory Committee; and LAX Area Advisory Committee; and (2) Direction to the City Clerk Regarding any Vacancies not Filled.

Meeting Date: June 10, 2024

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

Phone Number: (310) 253-5851

Fiscal Impact: Yes No

General Fund: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/06/2024)

Department Approval: Jesse Mays, Assistant City Manager (06/06/2024)

RECOMMENDATION

Staff recommends the City Council (1) make appointments to the Civil Service Commission; Cultural Affairs Commission; Parks, Recreation, and Community Services Commission; Planning Commission; Advisory Committee on Housing and Homelessness; Bicycle and Pedestrian Advisory Committee; Disability Advisory Committee; Equity and Human Relations Advisory Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; Martin Luther King Jr. and Juneteenth Celebration Advisory Committee; and LAX Area Advisory Committee; and (2) provide direction to the City Clerk regarding any vacancies not filled.

BACKGROUND

In this application cycle, there were a total of 40 openings across 12 bodies, as follows:

- **Civil Service Commission (1 Position - Seat 3*)**

- **Cultural Affairs Commission** (1 Position - Seat 3)
- **Parks, Recreation, & Community Services Commission** (1 Position- Seat 1)
- **Planning Commission** (1 Position - Seat 4*)
- **Advisory Committee on Housing and Homelessness** (4 Positions - Seat 1*, Seat 2*, Seat 4*, and Seat 6*)
- **Bicycle and Pedestrian Advisory Committee** (4 Positions - 1 Youth/Student Member, 1 Resident Senior Member, 1 Business Community Member, Resident Member)
- **Disability Advisory Committee** (5 Positions - Seat 2*, Seat 4*, Seat 5, Seat 6*, and Seat 7*)
- **Equity and Human Relations Advisory Committee** (4 Positions - Seat 2*, Seat 4*, Seat 6*, Youth Rep Seat 1)
- **Finance Advisory Committee** (4 Positions - Resident Member Seat 1*, Resident Member Seat 2*, Business Member Seat 4*, Business Member Seat 5*)
- **Landlord-Tenant Mediation Board** (3 Positions - Tenant Seat 1, Landlord Seat 1*, and Member-at-Large Seat 1*)
- **LAX Area Advisory Committee** (3 Positions*)
- **MLK Jr. and Juneteenth Celebration Advisory Committee** (9 Positions)

Beginning on April 4, 2024, the City Clerk's Office publicized the vacancies, as follows:

- Notice was posted on the City's website starting on April 4, 2024.
- Advertisements were published in the Culver City News on April 4, 25, and May 9, 2024.
- Notice was sent via e-mail through *GovDelivery* on April 4, 10, 17, 24 2024 and May 1, 7, 9, and 16, 2024.
- Notice was also posted on NextDoor social media applications Facebook, and Twitter.
- Promoted at the Culver City High School 2024 Spring Career Fair on April 25, 2024.
- Promoted at the Culver City Farmers Market on April 30, 2024
- Promoted at the 20th Annual Culver City Car Show on May 11, 2024.
- Distributed information to Culver City High Schoolers

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:

- Commissions have 4-year terms with 2 term limits.
- The Advisory Committee on Housing and Homelessness, Disability Advisory Committee, Equity and Human Relations Advisory Committee, and the Landlord seat for the Landlord Tenant Mediation Board do not require all applicants to be Culver City residents. Some applicants may be non-residents.
- The City Council just approved the first Bicycle and Pedestrian Advisory Committee bylaws establishing term limits. All prior appointees are considered on their first term as of 2021.
- The LAX Area Advisory Committee is a body that is not under City jurisdiction, but members are appointed by the City and they 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.

On June 3, 2024, a Special Meeting of the City Council was held to conduct interviews of all eligible Commission, Board, and Committee applicants. Below, are applicants who withdrew their applications at or just before the Special Meeting:

Madison Wellington (CAC)
Rachel Feldstein (Current AOCCH Member)
Jeanne Black (FAC)
Wyatt Gray (FAC, will stay on LTMB for which he is a current member)
Liz Ustaris (FAC)
Sharlee Taylor (MLK Jr. and Juneteenth Event Committee)

DISCUSSION:

The following are summaries of those who submitted applications.

Please note, 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.

LEGEND:

- (*) = Applied to multiple bodies.
- (Current Member)** = current appointees reapplying for their respective position .
- (^) = Late applicant.
- (^{NR}) = Non Culver City Resident applicant

SEAT VACANCIES:

Civil Service Commission (CSC) - There is one position available, Seat No. 3, available for a full term, which is currently held by member Chi Ming Gong, who has served a full term, is eligible for a second full term and has applied to be considered for re-appointment for a four-year term ending on June 30, 2028.

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

Hilton Creve
Yu-ngok Lo* (PC, DAC, LTMB, CSC)
Chi Ming Gong **Current Member**
Amberly Washington* (CAC, MLK, LTMB, ACHH, PC, PRCS, CSC)
Dani Zandel* (FAC, CSC)

Cultural Affairs Commission (CAC) - There is one position available, Seat No.3, for a full term through June 30, 2028 and is currently held by member Jeannine Wisnosky Stehlin who has served two full terms and, as per the Culver City Municipal Code § 3.03.015 (Term Limits), has reached her term limit.

A total of six (6) eligible applications were received from:

Shona Gupta^
Andrew Lachman* (CAC, PRCS, and Current FAC Member)
Melissa Sanders* (FAC, PC, CAC)
Amberly Washington* (MLK, CAC, LTMB, ACHH, PC, PRCS, CSC)
Damon Willick
Paul Kujawsky* (LTMB Tenant and Resident, CAC)

Parks, Recreation, and Community Services Commission (PRCS) - There is one position available Seat No. 1 for a full term through June 30, 2028 and is currently held by member William Rickards, who has served two full terms and, as per the Culver City Municipal Code § 3.03.015 (Term Limits), has reached his term limit.

Nine (9) eligible applications were received from:

Marci Baun
Alexander Brody* (PRCS, FAC, LTMB Tenant)
John Busby
Dorien Davies
Hector Flores
Andrew Lachman* (CAC, PRCS and Current FAC Member)
Aviv Meraro* (BPAC, FAC, PRCS, PC) *no order of preference indicated.*
Jordan Moses* (PRCS, DAC, BPAC)
Amberly Washington* (MLK, CAC, LTMB, ACHH, PC, PRCS, CSC)

Planning Commission (Planning) - There is one position available Seat No. 4 for a full term through June 30, 2028 and is currently held by member Nancy Barba, who has served a full term, is eligible for a second full term and has applied to be considered for re-appointment for a four-year term ending

on June 30, 2028.

A total of ten (10) eligible applications were received from:

Nancy Barba Current Seat 4

Jackson Brissette (PC, Current LTMB Member)

Andrew Flores

Yu-ngok Lo*(PC, DAC, LTMB, CSC)

Beth Hyatt* (LAX, DAC, PC and Current LTMB Member)

Aviv Meraro* (BPAC, FAC, PRCSC, PC) *no order of preference indicated.*

Dennis Park

Melissa Sanders* (FAC, PC, CAC)

Alexander Van Gaalen

Amberly Washington* (MLK, CAC, LTMB, ACHH, PC, PRCS, CSC)

Advisory Committee on Housing and Homelessness (ACOHH) - The ACOHH members serve a maximum of two four-year terms. There are four positions available: Seat Nos. 1, 2, 4, 6.

“As per the Amended Bylaws of 2021, the Committee consists of nine members. Six members shall be appointed at large. To the extent possible, one member who is currently experiencing homelessness or who has previously experienced homelessness; one member aged 16-25; and one member aged 65 or older shall be appointed. If no applications are received from individuals meeting these three specific categories, members at large may be substituted for these seats. Members are not required to be Culver City residents; however, the member must have some current or former connection to the Culver City community (e.g. attending a school in Culver City, having formerly experienced homelessness in Culver City, active member of the Culver City senior center, etc.)”

Seat Nos. 1, 2, 4, and 6 are available for a full term through June 30, 2028. Seat 1 is currently held by member Rachel Feldstein who has served a full term, is eligible for re-appointment, applied to be considered but then withdrew her application. Seat No. 2 is currently held by Daniel Behrendt who has not reapplied. Seat 4 is currently held by Leonardo Wilborn who has not reapplied. Seat No. 6 is currently held by Khin Khin Gyi, is eligible for reappointment and has reapplied.

A total of seven (7) applications were received from:

Howard Adelman

Patrick Godinez

Khin Khin Gyi* **Current ACOHH Seat 6**

Dominique King ^{NR}

Tourandokht Saed ^{NR ^}

Dana Sayles

Amberly Washington* (MLK, CAC, LTMB, ACHH, PC, PRCS, CSC)

Bicycle and Pedestrian Advisory Committee (BPAC) - The BPAC members serve a maximum of four (4) two-year terms and are staggered. Term Limits do not apply retroactively and shall begin accruing at the end of each member’s current term, as of the date of the adoption of the Bylaws on February 12, 2024

A total of four positions are available - Youth/Student Member, Resident Senior Member, Resident Member 1, and Business Community Member.

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

Youth/Student Member Lila Bragard is the current member and has not reapplied. The current Resident Senior Member is Michelle Weiner. Ms. Weiner has served 5 terms, is eligible for four more terms and has reapplied. The current Resident 1 Member, Travis Morgan, has served two terms, is eligible for four more terms and has reapplied. The current Business Community Member is George Montgomery, who has not reapplied.

A total of thirteen (13) eligible applications were received from the following individuals.

J. Marvin Campbell (Resident, Senior Resident, Business Community Member)
Ann Easley (Resident, Senior Resident, Parent Member)
Valente Gomez (Youth/Student Member)
Rhys Johnson (Youth/Student Member)
Carolyn Libuser* (DAC, BPAC - Senior Resident Member)
Aviv Meraro* (BPAC- Resident FAC, PRCSC, PC) no order of preference
Travis Morgan **Current Resident 1 Member**
Jordan Moses* (PRCS, DAC, BPAC - Resident Member)
Daniel Nannini (Senior Resident Member)
Hunter Salem (Youth/Student Member)
Miles Silverman (Resident Member, Youth/Student Member)
Andrew Steinhauser (Resident Member)
Michelle Weiner (Resident, Senior Resident, **Current Senior Resident Member**)

Disability Advisory Committee (DAC) - All members serve four-year terms with no limits.

A total of five positions are available. Seat Nos. 2, 4, 5, 6, and 7 are available for appointments to full terms ending June 30, 2028. Seat No. 2 is currently held by member Lisette Palley, who served one term is eligible for re-appointment, applied to be considered for re-appointment and then withdrew. Seat No. 4 is currently held by member Jorge Alvarez who served one term is eligible for re-appointment and has applied to be considered for re-appointment. Seat No. 5 has been vacant since Robert Lucero resigned in April 2024 This seat is available for appointment to a partial term ending June 30, 2026. Seat No. 6 is currently held by member Janet Hoult who has not reapplied. Seat No. 7 is currently held by Shellena Leftridge who has served a partial term, is eligible and has applied for a full term. Seats No 2, 4, 6 and 7 are for full terms through June 30, 2028.

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

Marie Albertson
Jorge Alvarez ^{NR} **Current Member Seat 4**
Suilen Bryant ^{NR}
Jessica Burnett
Beth Hyatt* (LAX,DAC, PC and Current LTMB Member)
Robin Langman
Shellena Leftridge ^{NR} **Current Member Seat 7**
Carolyn Libuser* (DAC, BPAC)

Yu-ngok Lo* (PC, DAC, LTMB, CSC)
Jordan Moses* (PRCS, DAC, BPAC)
Seth Weisbord

Equity and Human Relations Advisory Committee (EHRAC) - There are 4 positions available. Youth Rep Seat No. 1, and Seat Nos. 2, 4, and 6. . Seat No. 1 is currently held by member Ayla Moses, who did not reapply. Seat Nos 2, 4, 6 are for full 4-years terms ending June 30, 2028, are currently held by members Samia Bano, Rebecca Rona-Tuttle, and Carlos Valverde, respectively, all of whom are eligible for re-appointment, and have reapplied to be considered for re-appointment.

A total of six (6) eligible applications were received from:

Samia Bano Current Seat 2
Hailey Garcia (Youth/Student Member)
Benicio Mora-Fattorini (Youth/Student Member)
Clara Ramos
Rebecca Rona-Tuttle Current Seat 4
Carlos Valverde Current Seat 6

Finance Advisory Committee (FAC) - There are four positions available, one each for the Resident Seat No. 1, Resident Seat No 2, Business Seat No. 4, and Business Seat No. 5. Marc Bauer currently serves as the Resident Seat No. 1, completed one full four-year term, is eligible for re-appointment, and has submitted an application to be considered for re-appointment. Leigh Austin currently serves as the Resident Seat No. 2, completed a partial term of just six months, is eligible for re-appointment, and has submitted an application to be considered for re-appointment. Keith Jones currently serves as Business Seat No. 4, has completed one partial and one full four-year term, is eligible for re-appointment, and has submitted an application to be considered for re-appointment. Vikram Thakur currently serves as the Business Seat No. 5, completed a partial term of just six months, is eligible for re-appointment, and has submitted an application to be considered for re-appointment.

A total of fifteen (15) applications were received from:

Leigh Austin Current Resident Seat 2
Marc Bauer Current Resident Seat 1
Alexander Brody* (FAC-Resident, PRCS)
Jeffrey Cooper (Resident)
Mary Haase (Resident)
Keith Jones Current Local Business Seat 4
Christopher Lyon (Resident)
Aviv Meraro* (BPAC, FAC, PRCS, PC) no order of preference indicated.
King Molder (Resident)
Vernon Rosado
Melissa Sanders* (FAC - Resident, PC, CAC)
Omer Sohail (Resident)
Vikram Thakur Current Local Business Seat 5
Dani Zandel* (FAC - Resident, CSC)
Gary Zeiss (Resident)

Landlord Tenant Mediation Board (LTMB) - All members serve four-year terms with no limits.

Three seats are available for appointment to full terms. The Tenant 1, Landlord 1, and Member At-Large 1 seats are each for a term of four years, expiring on June 30, 2028.

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. 1 - One seat is available for appointment. This seat is currently held by Demetria Richardson, who did not reapply.

A total of two (2) eligible applications were received from:

Alexander Brody* (PRCS, FAC, LTMB - Tenant Rep.)
Paul Kujawsky* (LTMB - Tenant Rep., CAC)

Landlord Seat No. 1 - One seat is available for appointment. This seat is currently held by member Justin Lescoulie who has served four terms, is eligible for re-appointment, and has applied to be considered for re-appointment.

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

Justin Lescoulie **Current Landlord Seat 1**
Yu-ngok Lo* (PC, DAC, LTMB - Landlord Rep., CSC)
Amberly Washington* (MLK, CAC, LTMB - Landlord Rep., ACHH, PC, PRCS, CSC)
Dianna Wheeler-Williams* (MLK, LTMB - Landlord Rep.)

Member At-Large Seat No. 1 - One seat is available for appointment. This seat is currently held by member Kasey Esser who did not reapply.

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

Velma Harrison (Member At-Large Rep.)

MLK Jr. Celebration and Juneteenth Celebration Advisory Committee (MLK&JCAC) - The MLK&JCAC is a new committee that consists of 9 Members. As per the Bylaws, the members will be appointed to terms of either three or four years so that future four-year terms will be staggered. Seat Nos. 1-4 will be for three-year terms, ending June 30, 2027 and Seat Nos. 5-9 will be for four-year terms, ending June 30, 2028.

A total of thirteen (13) eligible applications was received from:

Lorraine Allen ^{NR}
Karena Bibbins-McCeever ^{NR}
David Duval ^{NR}
Malik Flournoy-Hooker ^{NR}
Lisa Gordon Cain ^{NR}
Christian Green ^{NR}
Latoya Hearn
Amber Kearney ^{NR}
Curtis Raynor
Art Sims ^{NR}
Amberly Washington* (MLK, CAC, LTMB, ACHH, PC, PRCS, CSC)
Carissa Joy Smith^
Andrew Weiss
Dianna Wheeler-Williams* (MLK, LTMB)
Jason Berry ^{NR} (City employee)

Please note that, as a City employee, Mr. Berry is not eligible for a seat on this Committee at this time. However, based on Council direction related to another agenda item scheduled for the same agenda as this item, there may be a specific City Employee seat to be filled. Prior to CBC appointments, it will be determined whether or not Mr. Berry will be eligible for a position on this body and what next steps will be for filling that position.

LAX Area Advisory Committee - There are three seats available for appointment. Representative seats are for an outside board (not an official City body) and must be Culver City residents. Kevin Klowden, and Luciano Nocera currently serve as the City's representatives, are eligible for re-appointment, and have submitted applications to be considered for re-appointment. The third seat is currently vacant and could be filled to complete the current annual term through December 2025.

These positions are annually appointed to serve a January-December calendar year.

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

Beth Hyatt*(LAX,DAC, PC and Current LTMB Member)
Kevin Klowden **Current LAXAAC Seat**
Adam Moore
Luciano Nocera **Current LAXAAC Seat**
Kat Tuck

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>>. Please call (310) 253-5851, or email 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 27, 2024. Training on diversity, equity and inclusion will also be scheduled. All new applicants must complete these trainings 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: 2021-R040, 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 \$900. Future costs will include the following: Diversity, Equity, and Inclusion training for members may cost up to \$1,300, Sexual Harassment training may 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. Sufficient funding to support these costs has been included in the Proposed Budget for Fiscal Year 2024-2025.

ATTACHMENT

1. City Council Policy 3002 (*City Commissions, Board and Committees; Appointed Representatives to Outside Agencies and Boards*)
2. Bylaws for ACOHH, BPAC, DAC, EHRAC, FAC, LTMB, MLK

MOTION

That the City Council make the following appointments as desired:

(Note: Unless otherwise stated, a “full term” shall be considered four years.)

1. Appoint _____ to Seat No. 3 to the Civil Service Commission for a full term expiring on June 30, 2028;
2. Appoint _____ to Seat No.3 to the Cultural affairs Commission for a full term

expiring June 30, 2028;

3. Appoint _____ to Seat No. 1 to the Parks, Recreation, and Community Services Commission for a full term expiring June 30, 2028;
4. Appoint _____ to Seat No. 4 to the Planning Commission for a full term expiring June 30, 2028;
5. Appoint _____ to Seat No. 1, _____ to Seat No. 2; _____ to Seat No. 4, and _____ to Seat No. 6 for full terms expiring on June 30, 2028 to the Advisory Committee on Housing and Homelessness;
6. Appoint _____ to Youth/Student Member Seat, _____ to Resident Senior Member, _____ to Resident Member 1, and _____ to Business Community Member for two-year terms expiring on June 30, 2026 to the Bicycle and Pedestrian Advisory Committee;
7. Appoint _____ to Seat No. 2, _____ to Seat No. 4, _____ to Seat No. 6 and _____ to Seat No. 7 for four-year terms expiring on June 30, 2028, and _____ to Seat No. 5 for a partial term through June 30, 2026 to the Disability Advisory Committee;
8. Appoint _____ to Seat No. 2, _____ to Seat No. 4, _____ to Seat No.6, and _____ to full terms expiring on June 30, 2028 as well as _____ to Youth Representative Seat one-year term ending on June 30, 2025 to the Equity and Human Relations Advisory Committee;
9. Appoint _____ to Resident Member Seat 1, _____ to Resident Member Seat No. 2, and _____ to Business Member Seat 4, _____ to Business Member Seat 5 to full terms expiring on June 30, 2028, to the Finance Advisory Committee;
10. Appoint _____ to fill Tenant - Seat No. 1, _____ to fill Landlord - Seat No. 1, and _____ to fill Member At-Large - Seat No. 1 to the Landlord-Tenant Mediation Board for full terms expiring on June 30, 2028;
11. Appoint _____ to Seat No. 1, _____ to Seat No. 2, _____ to Seat No. 3, and _____ to Seat No. 4, to full terms of three years expiring on June 30, 2027 as well as appoint _____ to Seat No. 5, _____ to Seat No. 6, _____ to Seat No. 7, _____ to Seat No. 8 for full terms of four years expiring on June 30, 2028 to the MLK Jr. Celebration and Juneteenth Celebration Advisory Committee

and provide direction to staff regarding Seat No. 9;

12. Appoint _____, to a Representative Seat for a partial and/or full term from June 10, 2024 to December 31, 2025, and _____ and _____ to fill the two remaining Representative Seats to the LAX Area Advisory Committee for full one-year terms of January 1, 2025 to December 31, 2025.