



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 23-367, **Version:** 1

Item #: A-2.

CC - ACTION ITEM: (1) Discussion Regarding Vacancies on the on the Advisory Committee on Housing and Homelessness, Disability Advisory Committee, Fiesta La Ballona Committee, and the Landlord Tenant Mediation Board; and (2) Direction to the City Clerk as Deemed Appropriate.

Meeting Date: January 9, 2023

Contact Person/Dept: 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 (01/04/2023)

Department Approval: Jesse Mays, Assistant City Manager (01/03/2023)

RECOMMENDATION

Staff recommends the City Council (1) discuss the vacancies on the Advisory Committee on Housing and Homelessness (ACOH), Disability Advisory Committee (DAC), Fiesta La Ballona Committee (FLB), and the Landlord Tenant Mediation Board (LTMB); and (2) provide direction to the City Clerk as deemed appropriate.

BACKGROUND/DISCUSSION

Unscheduled vacancies have arisen on the ACOHH, DAC, FLB and LTMB, respectively. Staff is requesting direction from the City Council on addressing these vacancies.

Advisory Committee on Housing and Homelessness

On December 18, 2022, Member Lizbeth Mendez informed staff that she had a conflict of schedule and submitted her resignation. The available seat is for an unexpired term through June 30, 2026. Given this unexpired term exceeds two years, it shall be considered a full term with regard to term limits.

Disability Advisory Committee

Member Jorge Sandoval forfeited his seat due to lack of attendance at the DAC meetings. He has not been responsive staff's efforts to reach out to him.

Fiesta La Ballona Committee

Member Roshni Mejia resigned on July 22, 2022, because she could not attend meetings in person. Her term on Seat No. 2 began in November 2021 and was to end October 31, 2025. Given this unexpired term exceeds two years, it shall be considered a full term with regard to term limits.

Landlord Tenant Mediation Board

On August 21, 2022, LTMB Selena S. Cuffee informed staff that she had moved and submitted her resignation. Her term on Tenant Seat No. 4 began in July 2019 and was to end in June 2023.

The City Council may wish to consider one of the following options:

1. *Defer to the annual process:* If the City Council chooses to proceed in this manner, advertisement for these vacancies will be part of the next regular recruitment (for which advertising begins in late March 2023). City Council consideration of appointments is tentatively scheduled for the regular meeting of June 12, 2023
2. *Consider the 2022 broad pool:* Consider the entire 2022 pool of approximately 25-30 eligible prior applicants from all bodies (broad pool). If the broad pool is selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for a vacant ACOHH, FLB, and or LTMB position. Staff would return to the City Council with an item to consider appointments at an upcoming Regular Meeting.
3. *Consider the 2022 targeted pool:* The City Council may wish to consider the 2022 pool of applicants who applied specifically to the body and were not appointed. The ACOHH 2022 pool consists of approximately 7 eligible prior applicants. The DAC 2022 pool consists of 2 eligible prior applicants. The FLB 2022 pool consists of 1 eligible prior applicant. Consideration of a targeted pool for the LTMB is not applicable as the only eligible prior applicant has already been appointed (incumbent Julieanna Thompson). If the targeted pool is selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for a vacant ACOHH, DAC and FLB positions. Staff would return to the City Council with an item to consider appointments at an upcoming Regular Meeting.
4. *Hold a special application period:* Direct the City Clerk to advertise for the vacancy. Staff would return to the City Council with an item to consider appointments at an upcoming Regular Meeting.

FISCAL ANALYSIS

There will be no cost if a special application period is not held or if it is held but outreach is done via email and social media only. There would be a potential advertising cost of approximately \$900 if the City Council directs the City Clerk to advertise for the vacancies in the newspaper. This amount will be paid from the Adopted Budget for FY 2022/2023 in Account #10111100.517300 (City Clerk - Advertising).

MOTION

That the City Council:

1. Direct the City Clerk to defer until the annual process.

OR

2. Direct the City Clerk to contact previous applicants (selecting either the **broad pool** or **targeted pool**) for appointment consideration at an upcoming regular meeting;

OR

3. Direct the City Clerk to commence with advertising the vacancies for appointment consideration at an upcoming regular meeting;