

**City of Culver City, California
Agenda Item Report**

Meeting Date: 01/27/14		Item Number: A-2	
CITY COUNCIL AGENDA ITEM: Consideration of Current Vacancies on the Parks, Recreation, and Community Services Commission, the Fiesta La Ballona Committee, and the Landlord/Tenant Mediation Board and Direction to the City Manager Related Thereto.			
Contact Person/Dept.: Jeremy Green		Phone Number: (310) 253-5859	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Meetings and Agendas – City Council (01/21/14).			
Department Approval: Martin R. Cole (01/21/14)		City Attorney Approval: Carol Schwab (by H. Baker) (01/21/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/21/14)		City Manager Approval: John Nachbar (01/21/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the current vacancies on the Parks, Recreation, and Community Services Commission, the Fiesta La Ballona Committee, and the Landlord/Tenant Mediation Board and provide direction to the City Manager regarding such vacancies. <u>BACKGROUND:</u> Traditionally, the City Clerk’s Office advertises for vacancies on the various City Commissions, Committees, and Boards in April with the City Council considering appointments at the second Regular City Council Meeting in May. During the last several months, vacancies have occurred on various City Commissions, Committees and Boards. Because of these unexpected vacancies, staff is requesting the City Council provide direction on how to address such vacancies.			

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DISCUSSION:

Current Vacancies:

Parks, Recreation, and Community Services Commission

The Parks, Recreation, and Community Services Commission is comprised of five members appointed by the City Council. Due to the resignation of former Commissioner Catherine Yanda, there is a vacancy of an unexpired term scheduled to expire on June 30, 2015.

Fiesta La Ballona Committee

The Fiesta La Ballona Committee is comprised of up to seven members. At the time the Committee was formed by the City Council, there were insufficient applications to fill all seven seats. At that time, the City Council determined to appoint six members and allow the Committee to notify the City Council in the case the Committee's operations were adversely impacted by the vacancy. Former Committee Member Beth Hyatt submitted her resignation earlier this month. This creates an additional vacancy for an unexpired term scheduled to expire on October 31, 2014. The original vacant seat also has an expiration date of October 31, 2014. Therefore, there are now two vacancies on this Committee.

Landlord/Tenant Mediation Board

Pursuant to its Bylaws, the Landlord/Tenant Mediation Board consists of nine members – 3 Tenant Representatives, 3 Landlord Representatives, and 3 Members-at-Large. Further, each of the three categories has one Alternate Member each.

The Landlord/Tenant Mediation Board has the following vacancies: Tenant Representative (1); Member at Large (1).

Options to Address Vacancies:

Staff has identified two potential options for Council's consideration to address the existing vacancies on these bodies:

- 1) Do not fill the vacancies at this time, but include the vacant seats during the April 2014 recruitment process.
- 2) Immediately open a new recruitment for the current vacancies.

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Not Filling Vacancies

If the City Council does not fill the vacancies at this time, the bodies will proceed with their current membership until July 2014. Even with the current vacancies, each of the bodies has more than a quorum – meaning they have sufficient members to conduct meetings.

Opening a New Recruitment

To conduct a new recruitment, advertisements are typically placed in the local newspapers (at a cost of approximately \$650 per week), notice is posted on the City's web site and sent via email through the *GovDelivery* service, and letters and/or emails would be sent to past applicants. As discussed, in the event the City Council determines to leave these seats vacant at this time, the next annual recruitment process will begin in less than three months (early to mid-April).

FISCAL ANALYSIS:

Should the City Council direct the City Manager to proceed with a recruitment process at this time, the costs of advertisement (estimated at \$650) would be incurred in the City Clerk's Office budget.

ATTACHMENTS:

None

MOTION:

That the City Council:

Consider the current vacancies and direct the City Manager as deemed appropriate.