



Culver CITY

PATACCHIA CONFERENCE ROOM
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Judy Scott, Chairperson
Kyle Jones,
Vice-Chairperson
Shireen Daytona, Board Member
Justin Lescontie, Board Member
Taria Lewis, Board Member
Kenneth Rothschild, Board Member
Linda Shahinian, Board Member
Olga Vaysberg, Board Member
Leonardo Wilborn, Board Member

LANDLORD TENANT MEDIATION BOARD

REGULAR MEETING Wednesday, February 5, 2014

PUBLIC COMMENT: At the times provided on the Agenda, the Landlord Tenant Mediation Board will receive comments from the public on any item of interest to the public (not listed on the agenda) that is within the subject matter jurisdiction of the Landlord Tenant Mediation Board. The Landlord Tenant Mediation Board cannot legally take action on any item not appearing on the agenda. Such items may be referred for administrative action or scheduled on a future agenda. If you wish to address the Landlord Tenant Mediation Board, Housing staff requests you complete a Speaker's Card and present it to Housing staff before the agenda item is called. You will be called to the podium when it is your turn to address the Landlord Tenant Mediation Board. Providing your name and other information requested on the Speaker's Card is voluntary and is requested only to provide a reasonable means to notify persons when their opportunity to address the Landlord Tenant Mediation Board has arrived. All persons may attend the meeting regardless of whether a person signs, registers, or completes a speaker's card. For specific items listed on the agenda, requests to address the Landlord Tenant Mediation Board must be made prior to the calling for a vote on that particular item by the presiding officer. Each speaker may address the Landlord Tenant Mediation Board for up to three minutes (up to four minutes if time is ceded). Persons who are present in the Patacchia Room may cede one minute of time to one other person who is present and wishes to address the Landlord Tenant Mediation Board by presenting a Speaker's Card to Housing staff. Public comments on items on the agenda are taken at the time that particular agenda item is considered by the Landlord Tenant Mediation Board.

AUTHORITY OF PRESIDING OFFICER: Section 611 of the City Charter provides that during any public meeting, all persons shall have the right to address the Landlord Tenant Mediation Board, and any City commission, board or committee, subject to reasonable rules of decorum and time limits established by ordinance or the presiding officer. Therefore the presiding officer may, from time to time, establish different time limits than those listed in this Agenda in order to effectively conduct City business.

AVAILABILITY OF AGENDA PACKETS AND CONSERVATION OF RESOURCES: Copies of the Agenda are available on the table near the entrance of the Patacchia Conference Room. Members of the public may inspect (at no cost) and/or obtain copies (upon payment of the City's current copying fee) of any regular session item by visiting the City Clerk's Office at City Hall. The City also posts this information on its website (www.culvercity.org) as a courtesy. In order to conserve resources, paper copies of joint items (including JOINT CONSENT CALENDAR, JOINT PUBLIC HEARINGS, and JOINT ACTION ITEMS) are provided only with the Landlord Tenant Mediation Board agenda packet.

CELL PHONES AND OTHER DISTRACTIONS: Use of cell phones, pagers and other communication devices is prohibited while the meeting is in session. Please turn all devices off or place on silent alert and leave the Landlord Tenant Mediation Board Chambers to use. During the meeting, please refrain from applause or other

actions that may be disruptive to the speakers or the conduct of City business.

MEETING INFORMATION AND ACCOMODATION: Landlord Tenant Mediation Board meetings are regularly scheduled for last Wednesday every other quarter. Landlord Tenant Mediation Board Agenda information is available at least 72 hours before each Landlord Tenant Mediation Board meeting. Any person needing reasonable accommodation related to disabilities including assisted listening devices is welcome to contact the City Clerk's Office at 310-253-5851 or see the City Clerk at the meeting.



Culver **CITY**

Agendas are
Available on the web at
www.culvercity.org

AGENDA LANDLORD TENANT MEDIATION BOARD REGULAR MEETING

Wednesday, February 5, 2014
7:00 PM (Regular Session)
Cathedral Room

CALL TO ORDER & ROLL CALL: Judy Scott, Chairperson
Kyle Jones, Vice Chair
Shireen Daytona, Board Member
Justin Lescoulie, Board Member
Kyle Jones, Board Member
Taria Lewis, Board Member
Kenneth Rothschild, Board Member
Linda Shahinian, Board Member
Olga Vaysberg, Board Member
Leonardo Wilborn, Board Member

REGULAR SESSION - 7:00 PM

PLEDGE OF ALLEGIANCE

**COMMUNITY ANNOUNCEMENTS BY LANDLORD TENANT MEDIATION
BOARDMEMBERS/INFORMATION ITEMS FROM STAFF**

RECEIPT AND FILING OF CORRESPONDENCE

Note: The Landlord Tenant Mediation Board shall consider a motion to receive and file all written correspondence related to agenda items appearing on this evening's agenda and for all other written documents (including e-mails) on subjects not appearing on the agenda that were received by the Housing Division Office no later than 4:00 PM on the day of the meeting. Comments received in writing will be distributed to the Landlord Tenant Mediation Board Members before consideration of an item on the agenda and become part of the official record of the meeting.

CONSENT CALENDAR

Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. All requests to address the Landlord Tenant Mediation Board under these items must be filed with Housing staff before the Consent Calendar is called by the presiding officer.

- C-1.** Approval of Minutes for the Regular Meetings of February 27th, 2013, May 15th, 2013, July 31, 2013 and October 23, 2013.
Approve Minutes.

ORDER OF THE AGENDA

Note: The Landlord Tenant Mediation Board may consider reordering the sequence in which items appearing on this evening's agenda will be considered by the Landlord Tenant Mediation Board.

ACTION ITEMS

- A-1.** Election of an officer of the Landlord Tenant Mediation Board to serve as Public Relations Liaison
Call for nominations and make a motion to elect a member to serve as the Public Relations Liaison.
- A-2.** Landlord Tenant Board Mediation Board mediated cases and requests for mediation and the issue of maintaining confidentiality.
Discussion on whether reporting outcomes of mediated cases and requests for mediation during regular meetings are subject to confidentiality

- A-3. Quarterly Report of Mediated Cases and Request for Mediation during the last three quarters (April, 2013 – January, 2014).
Discuss the outcomes of all mediated cases that occurred during the last three quarters (April, 2013 – January, 2014). In addition, discuss all mediation requests during the last three quarters and all recent mediation requests.
- A-4. Discussion of the Landlord Tenant Mediation Board Organization and Implementation Guidelines Section 7 (Alternates)
Discuss the intent of the Landlord Tenant Mediation Board Organization and Implementation Guidelines Section 7 (Alternates) to determine if Alternate members have a right to vote on Action Items.
- A-5. Discussion on updating the Landlord Tenant Mediation Board Organization and Implementation Guidelines and Creation of a Subcommittee for the Project.
Discuss revising and updating the Landlord Tenant Mediation Board Organization and Implementation Guidelines and make a motion to form a subcommittee to work with staff to prepare updated guidelines to recommend to the City Council. This subcommittee will be responsible to provide quarterly updates.
- A-6. Discussion of the objective of the Landlord Tenant Mediation Board, roles and responsibilities of the Landlord Tenant Mediation Board and the importance of confidentiality and neutrality
Discuss the objectives of the Landlord Tenant Mediation Board, the role of Landlord Tenant Mediation Board members, including the importance of maintaining confidentiality and neutrality.

PUBLIC COMMENT - Items NOT On The Agenda (continued)

ITEMS FROM COMMITTEE MEMBERS

Note: At this time, Landlord Tenant Mediation Board Members may: (1) make individual comments on matters not on the agenda, (2) request Housing Staff to report back to the Landlord Tenant Mediation Board concerning a particular matter, or (3) provide direction to Housing staff to place items on a future agenda for consideration by the Landlord Tenant Mediation Board.

ADJOURN

Note: At this time, the Landlord Tenant Mediation Board shall consider adjourning the meeting. In the case a date and time is not included as part of the motion of adjournment, then the next meeting of the Landlord Tenant Mediation Board shall be held at the date and

time and in the place specified in the agenda posted for that meeting.

Next Landlord Tenant Mediation Board Regular Meeting
April 30th, 2014
7:00 PM

