

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------|--|
| Meeting Date: 02/25/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Item Number: <u>A-3</u>                                                                           |  |
| <b>AGENDA ITEM: Consideration of Member Absence for the Landlord Tenant Mediation Board.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                   |  |
| Contact Person/Dept.: Lillian Ikeda, CDD<br>Housing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Phone Number: (310) 253-5797                                                                      |  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification:<br>Master Notification List (02/20/08). Ricky Windom on 01/24/08. Judy Monia on 01/24/08. Landlord Tenant Mediation Board members on 01/24/08.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                   |  |
| Department Approval:<br>Sol Blumenfeld (02/19/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (02/19/08)                                  |  |
| Fiscal Impact Review:<br>Jeff Muir (by N. Kimball) (02/20/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Manager Approval:<br>Jerry B. Fulwood (02/20/08)                                             |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council consider the continuance of service of Ricky Windom, Tenant Representative, on the Landlord Tenant Mediation Board.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The Landlord Tenant Mediation Board ("Board") was established by the City Council in 1981 to offer voluntary mediation services to the tenant-landlord community. Those services were expanded on May 20, 1987 by Chapter 15.09 of the Culver City Municipal Code to provide mandatory "good faith" mediation to rental disputes surrounding rent increases in Culver City.</p> <p>The purpose and objectives of the Board are: 1) to build and strengthen communications between tenants and landlords; 2) to reduce tensions in the rental housing market by providing a means for tenants and landlords to resolve disputes related to rent increases; and 3) to educate the rental community about tenant and landlord relationships and the rights and responsibilities of both tenants and landlords.</p> <p>Since its creations in 1981, the Board has scheduled five hundred and seventy mediation sessions.</p> <p>The Board consists of nine members who each serve three-year terms. There are three categories of memberships which include: three Landlord Representatives,</p> |  |                                                                                                   |  |

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

three Tenant Representatives, and three Member-at-Large Representatives. There are also three alternate positions, one in each of the above-referenced categories.

Tenant Representatives must be a resident of Culver City and have no financial interest in residential income-producing property, either in Culver City or elsewhere. Member-at-Large Representatives must be residents of the City and are neither tenants nor have any ownership interest in rental property in Culver City. Landlord Representatives must own, manage, or have a residential income property interest within the City, and preferably by residents of Culver City.

**DISCUSSION:**

The rules and regulations in the "Organization and Implementation Guidelines" for the Board states "the name of any member who within any one-year period has more than one absence of a regularly scheduled meeting, excused or unexcused, shall be referred to the City Council for consideration of removal."

Mr. Windom has served on the Board since July 1, 2003, when he was appointed as a Tenant Representative.

The Board meets quarterly during the months of January, April, July and October usually on the last Wednesday of the month. Because October 31, 2007 was Halloween, the Board voted to meet on October 24, 2007 (voted by the Board on October 25, 2006). Mr. Windom was absent from the July 2007 and October 2007 meetings.

Mr. Windom has provided a letter regarding his absences and has expressed his desire to remain on the Board. Since Mr. Windom's appointment to the Board, he has received 30 hours of professional mediation training at a cost to the City of \$625. Additionally, Mr. Windom has mediated six cases since his appointment in July 2003.

The City Council approved Organization and Implementation Guidelines for the Board provide:

"13. Appointments to Fill Vacancies: If a Board vacancy occurs, the alternate member who has the qualifications for the vacated category shall be appointed."

Mr. Windom's term is currently set to expire on June 30, 2009.

**FISCAL ANALYSIS:**

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

Consideration of the Tenant Representative has no significant fiscal impact. Should a vacancy be created, the alternate Tenant member would be appointed as the Tenant Representative position and she has already received the 30 hours of professional mediation training.

**ATTACHMENTS:**

1. Letter from Ricky Windom

**MOTION:**

That the City Council:

- 1) Allow Ricky Windom to continue to serve as Tenant Representative to the Landlord Tenant Mediation Board; or
- 2) Remove Ricky Windom as Tenant Representative from the Landlord Tenant Mediation Board and appoint the alternate Tenant member as Tenant Representative on the Board, to serve a partial term commencing February 25, 2008 and ending June 30, 2009.