

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/02/08		Item Number: <u>A-1</u>	
AGENDA ITEM: (1) Consideration of a Recommendation from the Homelessness Committee Related to the Reorganization of that Committee; (2) Consideration of Options for Appointment to the Civil Service Commission; and (3) Appointments and/or Reappointments to the Planning Commission, Parks and Recreation Commission, Cultural Affairs Commission, Disability Advisory Committee, Landlord-Tenant Mediation Board, and the LAX Advisory Committee.			
Contact Person/Dept.: Ela Valladares		Phone Number: 310-253-5851	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Applicants (05/21/08); Master E-Mail Notification List (05/28/08)			
Department Approval: Martin R. Cole (05/28/08)		City Attorney Approval: Carol Schwab (by H. Baker) (05/28/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (05/28/08)		City Manager Approval:	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) consider a recommendation from the Homelessness Committee regarding the format and membership of that Committee; (2) consider options for appointment to the Civil Service Commission; and (3) appoint and/or reappoint members to the Planning Commission, Parks and Recreation Commission, Cultural Affairs Commission, Disability Advisory Committee, Landlord-Tenant Mediation Board, and the LAX Advisory Board. <u>BACKGROUND:</u> From time to time vacancies occur on the City's various Commissions, Committees, and Boards (collectively Commissions). Pursuant to City Council's direction, staff (through the City Clerk's Office) prepares and issues a "Notice Inviting Applications for Appointments to City Commissions, Committees and Boards" and schedules the consideration of appointments by the City Council at the second Council meeting in May (This year, the City Council directed staff to schedule the consideration of appointments on June 2, 2008). The following steps were taken to provide public notice of the application period: • Advertisements ran in the Culver City News on April 24, May 1, May 8, and May 15, 2008. • Advertisements ran in the Culver City Observer on May 1, May 8, and May 15, 2008. • A notice was posted on the City's web site starting on 04/24/08.			

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- Letters, emails and/or phone calls were sent or made to commission/committee/board members eligible for reappointment.
- Letters were sent to persons who submitted applications in 2007 but were not chosen.
- Informational flyers were posted on counters throughout City Hall;
- General notice about the appointment periods were sent to the City's Master E-Mail Notification on 05/12/08 and 05/16/08;

In response to the Notice Inviting Applications 37 members of the Culver City Community applied for the various opportunities available. Each individual Commission is discussed later in this report.

There has also been a recommendation forwarded to the City Council for consideration from the Homelessness Committee. Staff recommends the City Council consider this recommendation before proceeding to consider appointments.

DISCUSSION:

Recommendation from the Homelessness Committee

At their meeting of March 25, 2008, the Homelessness Committee determined to recommend to the City Council a reorganization of the Committee summarized as follows (an excerpt of the Committee Minutes of March 25, 2008 is attached):

- (1) The Committee would be comprised of seven members (currently, the Committee is comprised of 11 members) with the seven members being selected as follows (with one member from each organization/neighborhood):
 - a. Downtown Business Association/Chamber of Commerce
 - b. Westside Area of Town
 - c. Eastside Area of Town
 - d. Fox Hills Neighborhood
 - e. Veterans Park Neighborhood
 - f. Lower Crest/Sepulveda-Jefferson Neighborhood
 - g. At-Large
- (2) Meetings would be held on a quarterly basis
- (3) Staff from the Police and Fire Departments and the City Attorney's Office would only attend Committee Meetings upon request of the Committee.

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RECOMMENDATION: Staff recommends the City Council approve the recommendation from the Homelessness Committee.

Options for Appointment to the Civil Service Commission

There were no applications submitted for the seat available on the Civil Service Commission. The City Council may wish to consider the following options:

- (1) (Staff recommendation) Upon conclusion of the appointments made this evening, direct staff to contact applicants who were not selected for appointment to request their interest in serving on the Civil Service Commission and return with an item for Council's consideration on June 9, 2008.
- (2) Direct staff to re-open the application period and advertise for this vacancy for a period of not less than 28 days and return with an item for Council's consideration on July 14, 2008. (In this case, Section 3.03.010 of the Culver City Municipal Code provides that Members of the Commission shall "serve for a term of four (4) years ***and until their respective successors are appointed and qualified.***" In this case the incumbent Commissioner would remain seated until such time as his seat is filled. It should also be noted that the new appointment would be for a partial term. If such partial term exceeds two years, which would likely be the case in this situation, it shall be considered a full term for purposes of the City's term limits.
- (3) Provide other direction as deemed appropriate

RECOMMENDATION: Staff recommends the City Council direct staff to contact applicants not selected for appointment this evening to request their interest in serving on the Civil Service Commission and return with an item for Council's consideration on June 9, 2008.

Consideration of Appointments

Planning Commission – Two seats are available for appointment. Office No. 4, currently held by Marcus Tiggs, expires on June 30, 2008. Mr. Tiggs was appointed to the Commission in 2004. Mr. Tiggs submitted a new application indicating his interest to again serve on the Commission. Office No. 5, formerly held by Andrew Weissman, expires on June 30, 2010. Mr. Weissman was elected to the City Council in April 2008 and this created a vacancy. A total of 8 people submitted timely applications indicating an interest in serving on the Planning Commission. The appointment to Office No. 5 would be for a partial term of only two years. Such partial term, because it is not in excess of two years, would **not** be considered a full term for purposes of the City's term limits.

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Parks and Recreation Commission – One seat is available for appointment.

Office No. 1, currently held by Charles Deen, expires on June 30, 2008. Mr. Deen has served two consecutive terms and is not eligible for reappointment to the Parks and Recreation Commission. A total of 6 people submitted timely applications indicating an interest in serving on the Parks and Recreation Commission.

Cultural Affairs Commission – One seat is available for appointment. Office No. 3, currently held by Ronnie Jayne, expires on June 30, 2008. Ms. Jayne was appointed to the Commission in 2004. A total of 7 people submitted timely applications indicating an interest in serving on the Cultural Affairs Commission.

Disability Advisory Committee – Three seats are available for appointment.

Office No. 2, held by Barbara Effros-Schwartz and Office No. 7, held by Java DeLaura, both expire on June 30, 2008. Office No. 6, formerly held by Steve Bauer, is vacant due to his resignation. Ms. Effros-Schwartz filed a timely application for consideration of re-appointment. A total of 3 people submitted timely applications indicating an interest in serving on the Disability Advisory Committee.

Landlord-Tenant Mediation Board:

Please note that there are no term limits for the Landlord-Tenant Mediation Board.

Landlord Representative – One seat is available for appointment. Lauren Werner-Hunter has served on the Board since July 1, 2005 Ms. Werner-Hunter did not file an application for consideration for re-appointment. A total of 1 timely application was received for this position.

Member-at-Large Representative – One seat is available for appointment. Dr. Janet Hoult has served on the Board since July 1, 2005 Dr. Hoult did file a timely application for consideration for re-appointment. A total of 1 timely application was received for this position.

Tenant Representative – One seat is available for appointment. Theodore V. Kreps has served on the Board since July 1, 2005 Mr. Kreps did file a timely application for consideration for re-appointment. A total of 1 timely application was received for this position.

Los Angeles International Airport Advisory Committee – Three seats are available for appointment. This committee, comprised of 3 members of the public, provides the City with an advisory voice on the operations at Los Angeles International Airport. The seat formerly held by Paul Struhl has been vacant since

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June 30, 2007 and Mr. Neil Rubenstein did not file an application for consideration for re-appointment to this Committee. A total of 1 timely application was received for this position. Please note that two seats will be for a four-year term and the remaining seat will be for a three-year term.

Committee on Homelessness – Currently, there are 11 members on the Homelessness Committee. The committee is currently comprised with representatives from the following: Chamber of Commerce; Residential (Vets) [4 representatives]; Downtown Business; Homeowners Association; Residential (Fox Hills); Residential (Lower Crest/Sepulveda-Jefferson area); Residential (At-Large); and Residential (Westside). All 11 seats are scheduled for reappointment.

It was the consensus of the Committee on Homelessness to recommend to the City Council that the committee be comprised of seven members that meet quarterly. The committee would be comprised of one member from: Downtown Business Association or Chamber of Commerce; Vets Park; Westside; Eastside; Fox Hills; Lower Crest/Sepulveda-Jefferson; and one member at large.

The City Council is being requested to consider the recommendation to restructure the Committee on Homelessness. The number of appointments and other criteria of Committee membership will depend on the City Council's action related to the request to reorganize the Committee. A total of seven applications for this Committee were received in a timely manner.

Board of Appeals – **Two seats are available for appointment.** Paul Ehrlich and James Rowland currently serve on the Board of Appeals and are eligible for reappointment. Both Mr. Ehrlich and Mr. Rowland have submitted timely applications for consideration for re-appointment.

FISCAL ANALYSIS:

For new appointees to the Landlord-Tenant Mediation Board, there will be 30 hours of professional mediation training at a cost of \$625 each and AB 1234 Ethics training. These costs would be absorbed in existing Housing Division Budget appropriations. For new appointments to all other Commissions or Boards, individuals who have not already completed AB 1234 Ethics training must do so. Sufficient funds for training have been included in the Non-Departmental division proposed 2008-09 budget, and will be available when the budget is approved by the City Council.

ATTACHMENTS:

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1. List of all applications
2. Copies of all applications (with personal information redacted)

MOTION:

That the City Council:

- 1A (Staff recommendation) Approve the recommendation of the Homelessness Committee to hold meetings on a quarterly basis and reorganize the Committee with one representative from each of the following areas:

- a. Downtown Business Association/Chamber of Commerce
- b. Westside Area of Town
- c. Eastside Area of Town
- d. Fox Hills Neighborhood
- e. Veterans Park Neighborhood
- f. Lower Crest/Sepulveda-Jefferson Neighborhood
- g. At-Large

OR

- 1B. Take no action (which would retain the current 11 member structure)

AND

2. Make appointments to the Homelessness Committee as appropriate.

AND

- 3A. (Staff recommendation) Direct staff to contact applicants not selected for appointment this evening to request their interest in serving on the Civil Service Commission and return with an item for Council's consideration on June 9, 2008.

OR

- 3B. Direct staff to re-open the application period and advertise for this vacancy for a period of not less than 28 days and return with an item for Council's consideration on July 14, 2008. (In this case, Section 3.03.010 of the Culver City Municipal Code provides that Members of the Commission shall "serve for a term

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of four (4) years and until their respective successors are appointed and qualified.”)

AND

4. Appoint/reappoint _____ to fill Office #4 as Planning Commissioner to the Planning Commission for a four year term, expiring on June 30, 2012.
5. Appoint _____ to fill Office #5 as Planning Commissioner to the Planning Commission for a two year term, expiring on June 30, 2012.

AND

6. Appoint _____ to fill Office #1 as Parks and Recreation Commissioner to the Parks and Recreation Commission for a four year term, expiring on June 30, 2012.

AND

7. Appoint/reappoint _____ to fill Office #3 as Cultural Affairs Commissioner to the Cultural Affairs Commission for a four year term, expiring on June 30, 2012.

AND

8. Appoint/reappoint _____ to fill Office No. 2 as a member of the Disability Advisory Committee for a four-year term, expiring on June 30, 2012.
9. Appoint/reappoint _____ to fill Office No. 7 as a member of the Disability Advisory Committee for a four-year term, expiring on June 30, 2012.
10. Appoint _____ to fill Office No. 6 as a member of the Disability Advisory Committee for a one-year term expiring on June 30, 2009.

AND

11. Appoint/reappoint _____ as Landlord Representative on the Board, to serve a term of three years, ending June 30, 2011.

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12. Appoint/reappoint _____ as Member-at-Large Representative on the Board, to serve a term of three years, ending June 30, 2011.

13. Appoint/reappoint _____ as Tenant Representative on the Board, to serve a term of three years, ending June 30, 2011.

AND

14. Appoint _____ as a member of the Los Angeles International Airport Advisory Committee, for a four-year term, expiring on June 30, 2012.

15. Appoint _____ as a member of the Los Angeles International Airport Advisory Committee, for a four-year term, expiring on June 30, 2012.

16. Appoint _____ as a member of the Los Angeles International Airport Advisory Committee, for a three-year term, expiring on June 30, 2011.

AND

17. Appoint _____ as a member of the Board of Appeals, for a four-year term, expiring on June 30, 2012.

18. Appoint _____ as a member of the Board of Appeals, for a four-year term, expiring on June 30, 2012.