

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

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| Meeting Date: March 24, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Item Number: A-3                                                                       |  |
| <b>CITY COUNCIL AGENDA ITEM: (1) Appointment to the Parks, Recreation and Community Services Commission; and (2) Provide Direction to the City Manager Related to Vacancies on the Committee on Homelessness, Landlord-Tenant Mediation Board, and the Fiesta La Ballona Committee.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                        |  |
| Contact Person/Dept.: Jeremy Green                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Phone Number: (310) 253-5859                                                           |  |
| 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 type="checkbox"/> |  |
| Public Notification: Applicants (03/19/14); Meetings and Agendas – City Council (03/19/14).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                        |  |
| Department Approval:<br>Martin R. Cole (03/18/14)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (03/18/14)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (03/19/14)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Manager Approval:<br>John M. Nachbar (03/19/14)                                   |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council consider appointment to the Parks, Recreation, and Community Services Commission and provide direction to the City Manager related to vacancies on the Committee on Homelessness, Landlord-Tenant Mediation Board, and the Fiesta La Bellona Committee.</p> <p><b><u>BACKGROUND:</u></b></p> <p>On January 27, 2014, the City Council directed staff to advertise the current vacancies on the City's commissions, committees and boards and to start the process for those offices that would become available on July 1, 2014.</p> <p>Beginning on February 5, 2014, the City Clerk's Office posted the following items on the City's website: a courtesy notification, a fill-in pdf application form (which can be completed electronically, then e-mailed, printed out and faxed, mailed or hand delivered), and a Microsoft Word format application (for those who might not have the capability to complete in the pdf format.)</p> <p>In order to fill the current vacancies and future offices, the City Clerk's Office has taken the following steps to provide public notice:</p> <ul style="list-style-type: none"><li>• Advertisements ran in the Culver City News on February 6, 20, and March 6.</li><li>• Notice was posted on the City's website starting on February 6.</li><li>• Notice was sent via email through <i>GovDelivery</i> on February 19, 26, and March 5.</li></ul> |  |                                                                                        |  |

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- Announcements were made at City Council meetings.
- Staff also contacted applicants from the 2013 application period to gauge their interest in re-applying during this application period.

There are two separate application periods. The first application period had a deadline of Tuesday, March 11, 2014 to fill the following six (6) current vacancies: Parks, Recreation and Community Services (PRCS) Commission (1), Committee on Homelessness (1), Landlord-Tenant Mediation Board (1 Tenant, 1 Member at Large) and the Fiesta la Ballona Committee (2).

The second application period is for offices that will become available on July 1, 2014. The deadline for those offices is 5:00 PM on Tuesday, April 29, 2014. There are 18 openings for this deadline as follows: Civil Service Commission (1), Cultural Affairs Commission (1), PRCS Commission (1), Planning Commission (1), Committee on Homelessness (4), Disability Advisory Committee (2), Fiesta La Ballona Committee (1), Los Angeles Airport Area Advisory Committee (3), West Los Angeles Vector Control Board (1), and Finance Advisory Committee (2). Appointments for these offices will be the subject of a separate staff report to be presented to the City Council in May.

### **DISCUSSION:**

At the end of the first deadline, staff received one application from Scott Zeidman for a seat on the Parks, Recreation and Community Services (PRCS) Commission. The current vacancy is for Office #2 for an unexpired term which concludes on June 30, 2015. No other applications were received.

For those Offices for which applications were not received, staff recommends the City Council direct the City Manager to include such vacancies as part of the second application deadline.

### **FISCAL ANALYSIS:**

Costs for advertising the vacancies in the Culver City News totaled \$927.

### **ATTACHMENTS:**

1. Copy of Application (with personal information redacted)

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Agenda Item Report**

**MOTION:**

That the City Council:

1A. Appoint \_\_\_\_\_ to fill vacant Office No. 2 of the Parks, Recreation and Community Services Commission for the unexpired term ending on June 30, 2015;

OR

1B. Direct the City Manager as deemed appropriate.

AND

2. Direct the City Manager to include those vacancies for which applications were not received by the first deadline with the continued advertisements for those with the second deadline.