

City of Culver City, California

Agenda Item Report

Meeting Date: <u>08/25/14</u>		Item Number: A-5	
CITY COUNCIL AGENDA ITEM: Provide Direction to the City Manager Related to Vacancies on the Parks, Recreation, and Community Services Commission, the Disability Advisory Committee, and the Landlord-Tenant Mediation Board.			
Contact Person/Dept.: Jeremy Green		Phone Number: (310) 253-5859	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Dates:	
Public Notification: Meetings and Agendas – City Council (08/19/14).			
Department Approval: Martin R. Cole (08/19/14)		City Attorney Approval: Carol Schwab (by H. Baker) (08/19/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/19/14)		City Manager Approval: John M. Nachbar (08/19/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council provide direction to the City Manager related to vacancies on the Parks, Recreation, and Community Services Commission, the Disability Advisory Committee, and the Landlord-Tenant Mediation Board. <u>BACKGROUND:</u> Over the past several weeks, vacancies have arisen on the Parks, Recreation, and Community Services Commission, the Disability Advisory Committee, and the Landlord-Tenant Mediation Board (Landlord Representative). Staff is requesting direction from the City Council on the issue of if/when to commence advertisement for applicants for these and four other current vacancies. <u>DISCUSSION:</u> As directed by the City Council, each of the City's Commissions, Committees, and Board (collectively CCBs) are in the process of reviewing and providing feedback on the City's CCB application form. It is expected all of the CCBs will have had an opportunity to review and provide feedback on the application form by the end of this calendar year and in plenty of time to use such updated forms for the next annual recruitment scheduled to commence in March, 2015. In addition to the above vacancies, there are also the following vacancies that were not filled as part of the most recent appointments considered by the City Council in			

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May, 2014: Two seats on the Committee on Homelessness (for a total of three currently vacant seats), and one Tenant Seat and one Member-at-Large Seat on the Landlord-Tenant Mediation Board (LTMB) (for a total of three currently vacant seats).

The PRCS Commission and the Disability Advisory Committee have provided feedback on the CCB application. Their comments will be incorporated into a unique application for each respective body. While the LTMB has not yet considered this subject, staff can incorporate the suggestions of the PRCS Commission and DAC into an updated application for the LTMB to allow this interim recruitment to move forward (if that is the City Council's direction).

The City Council may wish to consider the following:

- (1) Direct the City Manager to commence with advertising all seven current vacancies for consideration of appointments targeted for the City Council meeting of October 13, 2014;

OR

- (2) Postpone the advertisement for these vacancies until the next regular recruitment in March, 2015.

In the case the City Council directs the City Manager to move forward with the recruitment, the vacancies will be advertised in the Culver City News, on the City's website, and be the subject of e-mail notifications, "tweets," and Facebook posts.

FISCAL ANALYSIS:

Costs for advertising the vacancies in the Culver City News are expected to cost approximately \$1,050. Sufficient funding is available in the Fiscal Year 2014 / 2015 City Budget to cover this expense.

ATTACHMENTS:

None.

MOTION:

That the City Council:

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- (1) Direct the City Manager to commence with advertising the vacancies for consideration of appointments targeted for City Council meeting of October 13, 2014;

OR

- (2) Postpone the advertisement for these vacancies until the next regular recruitment in March, 2015 (at which time the individualized application forms will be utilized).