

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

Meeting Date: May 12, 2014	Item Number: A-4
CITY COUNCIL AGENDA ITEM: Appointments and/or Reappointments to the Civil Service Commission, Cultural Affairs Commission, Parks, Recreation and Community Services Commission, Planning Commission, Committee on Homelessness, Disability Advisory Committee, Fiesta La Ballona Committee, Landlord-Tenant Mediation Board, Los Angeles Airport Area Advisory Committee, West Los Angeles Vector Control Board, and Finance Advisory Committee.	
Contact Person/Dept.: Jeremy Green	Phone Number: (310) 253-5851
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Applicants (05/07/14); Meetings and Agendas – City Council (05/07/14).	
Department Approval: Martin R. Cole (05/06/14)	City Attorney Approval: Carol Schwab (by H. Baker) (05/06/14)
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/06/14)	City Manager Approval: John Nachbar (05/07/14)

RECOMMENDATION:

Staff recommends the City Council appoint and/or reappoint members to the Civil Service Commission, Cultural Affairs Commission, Parks, Recreation and Community Services Commission, Planning Commission, Committee on Homelessness, Disability Advisory Committee, Fiesta La Ballona Committee, Landlord-Tenant Mediation Board, Los Angeles Airport Area Advisory Committee, West Los Angeles Vector Control Board, and Finance Advisory Committee.

BACKGROUND:

At the January 27, 2014 City Council meeting, the City Council approved two application deadlines, one for current vacancies and one for offices becoming available on July 1, 2014 (in some cases a different availability date applies) and directed staff to begin advertising the application period.

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 the application in the pdf format.) All applications were sent out with a two-page information sheet providing instructions and additional background to help facilitate successful completion of the application.

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The first application deadline on March 11, 2014 applied to 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).

There are now a total of 29 openings for this deadline as follows: Civil Service Commission (1), Cultural Affairs Commission (2), PRCS Commission (2), Planning Commission (1), Committee on Homelessness (5), Disability Advisory Committee (3), Fiesta La Ballona Committee (3), Los Angeles Airport Area Advisory Committee (3), West Los Angeles Vector Control Board (1), Landlord-Tenant Mediation Board (1 Landlord, 2 Tenant, 1 Member-at-Large and 1 Member-at-Large Alternate) and Finance Advisory Committee (3).

For the first application process, one application was submitted. At the March 24, 2014 City Council meeting, the City Council appointed Scott Zeidman to the vacant position on the Parks, Recreation and Community Services Commission for approximately a one-year term.

In order to fill vacancies on the various commissions, committees and boards, staff took the following steps to provide public notice:

- Advertisements ran in the Culver City News on February 6, 20, March 6, 27, and April 10, 24, 2014.
- Notice was posted on the City's web site starting on February 5, 2014
- Notice was sent via email through *GovDelivery* on February 19, 26, March 5, April 14, 24, 2014.
- Emails and/or phone calls were sent to commission/committee/board members who were eligible to apply for reappointment.
- Emails were sent to past applicants.

With respect to Commission appointments/reappointments, the Culver City Municipal Code (CCMC) provides certain general provisions related to members and those seeing appointment to Commissions. Section 3.03.005 of the CCMC provides in pertinent part:

“Commissioners shall be residents of the City who are lawfully registered voters of the City, none of whom shall hold any paid office or employment in the City Government. Applicants for appointment to any Commission seat must have been lawfully registered voters of the City for the thirty (30) days immediately preceding the filing of their application. No person may serve on more than one (1) Commission at the same time.”

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Staff has checked the voter registration rolls and found that one applicant, Mr. Riyaz Kadri, does not appear in said rolls and is, therefore, not currently eligible to serve on a Commission.

Section 3.03.015 of the Culver City Municipal Code provides the following:

“A. No person shall serve more than two consecutive full terms as Commissioner on any one (1) Commission. If a person serves a partial term in excess of two (2) years, it shall be considered a full term for the purpose of this provision.

B. Nothing in this provision shall act as a bar to service as a Commissioner on the same Commission after at least two (2) years have elapsed from the last full term as Commissioner.

C. A Commissioner who has served two (2) consecutive full terms as a Commissioner on one (1) Commission may serve on a different Commission without waiting the required two (2) year period provided for in this section.”

Also, the following bodies have provisions in their respective Bylaws that have similar restrictions on terms and service: Committee on Homelessness; Fiesta La Ballona Committee, and the Finance Advisory Committee.

As explained in more detail later, the City Clerk's Office staff has reviewed 10+ years of records to confirm in what instances term limits may apply to the various applicants and bodies.

DISCUSSION:

Consideration of Appointments: (individuals marked by an asterisk (*) have applied for multiple bodies and those whose applications who were receive late are so indicated):

1. Civil Service Commission – One seat is available for appointment. Office No. 1, currently held by Michael Whitaker, expires on June 30, 2014. Mr. Whitaker has served two terms on the Commission and is not eligible to reapply at this time. A total of three (3) people submitted applications indicating an interest in serving on the Civil Service Commission as follows:

*Michel Chaghouri

John Kuechle

Riyaz Kadri (Late and Unsigned) – Not eligible for this Commission.

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2. Cultural Affairs Commission – Two seats are available for appointment. Office No. 5, currently held by Michelle Bernardin, expires on June 30, 2014. Commissioner Bernardin has served one term on the Commission and is eligible to reapply but did not submit an application for reappointment. Office No. 2 was held by Susan B. Anderson, who resigned in April. A total of eight (8) people submitted applications indicating an interest in serving on the Cultural Affairs Commission:

Joyce Dallal
Len Dickter
Thomas Small
Vicky Pearlson
*Celeste Anlauf
*Elena Sweda Neff
Hope Parrish (Late)
*Andrew Lachman (Late)

3. Parks, Recreation, and Community Services Commission – Two seats are available for appointment. Office No. 3, currently held by Marianne Kim, expires on June 30, 2014. Commissioner Kim was appointed in 2010. Commissioner Kim did not submit a new application. Commissioner Mary Ann Greene (Office No. 5), whose second term was set to expire on June 30, 2017, has submitted her resignation. As stated earlier in the report, Office No. 2, which was vacant after former Commissioner Catherine Yanda resigned from the Commission, was filled by Scott Zeidman for the unexpired term (which is a partial term of two years or less), which expires on June 30, 2015. Commissioner Zeidman will be eligible to apply for a full term beginning in July 2015 and would be further eligible to be appointed to a second full term upon the expiration of the first full term, as per Section 3.03.015.A of the Culver City Municipal Code.

A total of seven (7) people submitted applications indicating an interest in serving on the Parks, Recreation and Community Services Commission as follows:

Scott Garland
Kay R. Heineman
Matt Kladnik
*Celeste Anlauf
*Jeanne Min (Late)
*Andrew Lachman (Late)
John A. Lopez (Late)

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4. Planning Commission – One seat is available for appointment. Office No. 5, currently held by Dana Amy Sayles, expires on June 30, 2014. Commissioner Sayles has submitted a new application indicating her interest to be re-appointed. Please note that Commissioner Sayles, who was appointed on May 28, 2013 to complete Anthony Pleskow's unexpired term, will have only completed a partial term of two years or less and is eligible to apply for a full term beginning in July 2014. Commissioner Sayles would also be eligible to be appointed to a second full term upon the expiration of the first full term, as per Section 3.03.015.A of the Culver City Municipal Code.

A total of seven (7) people submitted applications indicating an interest in serving on the Planning Commission as follows:

Dana Amy Sayles
John Johnson
*Behram Parekh
*Donna M. Le Blanc
Dane Twichell
*Jeanne Min (Late)
*Andrew Lachman (Late)

5. Committee on Homelessness – Five seats are available for appointment. Office No. 2, currently held by Evlynn B. Householder, Office No. 3, currently held by Christopher Patrick King, and Office No. 5, currently held by James Wright and Office No. 7, currently held by Dr. Karen Lamp are available for appointment. Ms. Householder and Mr. King have submitted applications for re-appointment. Mr. Wright and Dr. Lamp will be completing their second full terms and are not eligible for reappointment at this time. Office No. 4 is currently vacant

Offices No. 2, 3, 5, and 7 are for three-year terms, and Office No. 4 is for an unexpired term until June 30, 2016 (a four year term seat).

A total of four (4) people submitted timely applications indicating an interest in serving on the Committee on Homelessness:

Evlynn B. Householder
Christopher Patrick King
Daniel Rabiner
*John Walhert

Please note that James Wright submitted a late application for the Committee on Homelessness. Having served two terms of three years each, he is not eligible for re-appointment to the Committee on Homelessness at this time.

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6. Disability Advisory Committee – Three seats are available for appointment. Both Office No. 1, currently held by Robyn Tenesap, and Office No. 5, currently held by Dr. Jay Shery, will expire on June 30, 2014. Both Dr. Shery and Ms. Tenesap have submitted new applications indicating their interest in re-appointment. Ms. Rhonda Wolf, whose Office No 6 term expires on June 30, 2016, will resign at the end of this fiscal year, creating an available unexpired term of two years or less for Office No. 6.

A total of three (3) people submitted applications indicating an interest in serving on the Disability Advisory Committee:

Robyn Tenesap
Dr. Jay Shery
Dr. Janet Cameron Hoult

7. Fiesta La Ballona Committee - Three seats are available for appointment. Both Office No. 5, currently held by Steven Fry, and Office No. 6, currently held by Beth Hyatt, will expire on November 30, 2014. Neither Mr. Fry nor Ms. Hyatt submitted new applications. Office No. 7 has been vacant since the Committee's inception. Ms. Hyatt resigned before the conclusion of her term on November 30, 2014.

A total of three (3) people submitted applications indicating an interest in serving on the Fiesta La Ballona Committee:

Bob Wayne
*Celeste Anlauf
*Jeanne Min (Late)

Appointment for Office No. 5 would be effective December 1, 2014 for a term expiring November 30, 2018. Appointment for Offices No. 6 and No. 7 would be for the unexpired terms until November 30, 2014 and for a term expiring November 30, 2018.

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

Tenant Representative – Two seats are available for appointment as Tenant Representative. Kyle Jones completes his first term as Tenant Representative and has submitted his application for a reappointment. There is also a vacancy for an additional Tenant position. One (1) application was received for the Tenant Representative positions:

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Kyle W. Jones

The bylaws of the LTMB state that "...All Tenant Members shall be tenants of residential rental property within the City of Culver City, and neither the applicant nor the applicant's spouse or dependents shall have any financial interest in residential income-producing property either in Culver City or elsewhere..."

Landlord Representative – One seat is available for appointment as Landlord Representative. Judy Scott, whose first term expires on June 30, 2014, has submitted an application seeking reappointment.

One (1) application was received for Landlord Representative:

Judy Scott

The bylaws of the LTMB state that "...All Landlord Representatives shall either own, manage, or have a residential income property interest within the City of Culver City, and shall preferably be residents of the City of Culver City..."

Member-at-Large Representative/Member-at-Large Representative (Alternate) – One (1) Member-at-Large position and one Member-at-Large Alternate position are available. Leonardo Wilborn, whose term expires on June 30, 2014 did not submit a new application. Also, Kenneth Rothschild was appointed as a Member-at-Large Alternate in 2001 and has not submitted a new application for reappointment.

Two (2) applications were received for the Member-at-Large positions:

*Donna M. Le Blanc
Kelly Kent Martin

The bylaws of the LTMB state that "...Members-at-Large shall neither be tenants nor shall they own or have an ownership interest in any residential income-producing property in Culver City. Furthermore, preferably, neither "Member-at-Large applicants or their spouse or dependents shall have any direct business or financial relationship with either landlords, property managers, or real estate professionals within the City of Culver City or elsewhere. "Member-at-Large applicants shall be residents of the City of Culver City..."

9. Los Angeles Airport Area Advisory Committee - Three seats are available for appointment. Kevin Klowden has applied for reappointment while Cliff Moser has moved out of the area and Jeff Renzi did not reapply.

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Five (5) applications were received for these positions:

*Michel Chaghouri
Kevin Klowden
*John Wahlert
Jeanne Min (Late)
June Lehrman (Late)
*Riyaz Kadri (Late and unsigned)

Please note that Mr. Wahlert has specifically requested that he be allowed to be appointed to both this and another Culver City body. Because this is not a Culver City Committee created by the City Council, the City Council may wish to consider to allow such service (for Mr. Wahlert or others).

10. LA County West Vector Control District Board of Trustees – The City Council also appoints one member to the LA County West Vector Control District Board of Trustees, which is not a City-created body. Elena Sweda Neff currently holds the position and has submitted her application to be reappointed.

*Elena Sweda Neff

Because this is not a Culver City Committee created by the City Council, the City Council may wish to consider allowing Ms. Sweda Neff to serve concurrently on a Culver City body.

11. Finance Advisory Committee - Two seats are available for appointment. Both Office No. 3, currently held by Resident Steve Reitzfeld, and Office No. 6, currently held by Business Community Member David Trovato, expire on June 30, 2014. Please note that this is a new committee established in 2013 and the initial term of the above seats were one-year terms (partial terms). Both Mr. Reitzfeld and Mr. Trovato have completed applications for reappointment for a full term of four years. If both were appointed they would also be available for a second full term, since they have only served a partial term of two years or less. There were a total of four (4) applicants as follows:

Steven Reitzfeld (Resident)
David Trovato (Business Community Member)
*Behram Parekh (Resident)
*Andrew Lachman (Late) (Resident)

Staff Level Bargaining Group Seat: The Culver City Employees Association (CCEA), Culver City Firefighters (CCFFA), and Culver City Police Officers

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Association (CCPOA) met and agreed that the Representative for the first rotation would be Desmond Burns, representing CCEA. Mr. Burns' term expires on June 30, 2014. It was decided that the CCFFA would take the next rotation and they have chosen Firefighter Mauricio Blanco for the first year and Firefighter Bryan Sua for the second year for the two-year appointment. While it is unprecedented to have two persons be appointed to a single seat, the bylaws do not prohibit this practice. Therefore, the City Council may wish to make such an appointment.

Management Level Bargaining Group Seat: The Culver City Management Group (CCMG), Culver City Fire Management Group (CCFM), and Culver City Police Management Group (CCPM) met and agreed that the representative for the first rotation would be Allan Azran of CCPM. Mr. Azran's term expires on June 30, 2014. It was decided that the CCMG would take the next rotation and they have selected Joe Susca for July 1, 2014 – June 30, 2015 and Jane Leonard for July 1, 2015 – June 30, 2016 for the two-year appointment. While it is unprecedented to have two persons be appointed to a single seat, the bylaws do not prohibit this practice. Therefore, the City Council may wish to make such an appointment.

CCUSD Seat: CCUSD Superintendent Dave LaRose has indicated Sean Kearney will remain as the CCUSD recommended representative and requests the City Council reappoint Mr. Kearney for a full four-year term. This will be his first full term, having served an initial partial term of two years or less. Mr. Kearney would be eligible for a second full term after this one, should he be reappointed.

Note from the Assistant City Manager/City Clerk: Historically, each Department that provides staff support to the various Commissions, Committees, and Boards may have independently handled their own recruitments and the maintenance of information regarding such bodies (for example, membership rosters, contact information, etc.) Based upon concerns regarding accuracy of information and to ensure the recruitment process for all nine of the City Council created advisory bodies (and two outside agency bodies to which Culver City has appointments) was consistent and accurate, in 2013, the advertisement for all Commission, Committees, and Board vacancies involving approximately 50 members was consolidated into the City Clerk's Office. During the past year, the City Clerk's Office has found some of the information provided from the various Departments to be incorrect. A significant amount of research was necessary to ensure that the information provided to the public and ultimately contained in this report was accurate and consistent with past actions of the City Council (some of those actions went back almost 10 years and in one case reached back to 2001). As a result of that research, I am confident this report fully reflects the past appointments made by the City Council, the accurate listing of those members available for re-appointment, and the dates of service for the various members. Going forward, the City Clerk's Office will correct any further inaccuracies

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discovered, maintain the rosters and contact information for the various bodies, and shall inquire periodically to ensure members' contact information and re-appointment status remains up to date.

FISCAL ANALYSIS:

Costs for advertising the vacancies totaled \$1,856. For new appointees to the Landlord-Tenant Mediation Board, there will be 30 hours of professional mediation training at a cost of \$625 each. All new applicants also must complete AB 1234 Ethics and Brown Act training. These costs would be absorbed in existing budget appropriations.

ATTACHMENTS:

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

MOTION:

That the City Council:

A. Determine if late applications should be considered; and,

B. Make appointments as desired:

1. Appoint _____ to Office No. 1 of the Civil Service Commission for a four-year term expiring June 30, 2018.
2. Appoint _____ to Office No. 5 of the Cultural Affairs Commission for a four year term expiring June 30, 2018 and _____ Office No. 2 to complete an unexpired term through June 30, 2017.
3. Appoint _____ to Office No. 3 of the Parks, Recreation, and Community Services Commission for a four year term expiring June 30, 2018 and _____ to Office No. 5 to complete the unexpired term through June 30, 2017.
4. Appoint/reappoint _____ to Office No. 5 of the Planning Commission for a four year term expiring June 30, 2018.

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5. (a) Appoint/reappoint _____ to fill Offices No. 2, 3, 5, and 7 of the Committee on Homelessness for three year terms expiring June 30, 2017 and Office No. 4 for an unexpired term expiring June 30, 2016 and (b) direct staff to re-advertise for the remaining vacancy.
6. Appoint _____ to fill Offices No. 1 and 5 to the Disability Advisory Committee for four year terms expiring June 30, 2018 an Office No. 6 to complete the unexpired term through June 30, 2016.
7. Appoint _____ to fill Offices No. 5 of the Fiesta La Ballona Committee for a full four year term from December 1, 2014 to November 20, 2018 and Offices 6 and 7 to complete the unexpired terms to November 30, 2014 and for four year terms expiring November 30, 2018.
8. (a) Appoint _____ to fill a Tenant Representative office for a term of three years expiring June 30, 2017 and (b) direct staff whether or not to continue recruitment for the Tenant Representative office.
9. Appoint _____ to fill one Landlord Representative office to serve a term of three years expiring June 30, 2017.
10. (a) Appoint _____ to fill one Member-at-Large Representative position on the Landlord-Tenant Mediation Board to serve a term of three years expiring June 30, 2017, and (b) direct staff whether or not to continue recruitment for the Member-at-Large Alternate position.
11. Reappoint Elena Sweda Neff to fill the LA County West Vector Control District Board Office for a term from January 1, 2015 – December 31, 2016.
12. Appoint/reappoint _____ to fill three Los Angeles Airport Area Advisory Committee Offices for a four year term expiring June 30, 2018.
13. Appoint/reappoint _____ to fill Resident Office No. 3 and _____ Business Community Office No. 6 of the Finance Advisory Committee to serve a term of four years expiring June 30, 2018.
14. Appoint CCFFA members Mauricio Blanco for a one year partial term from July 1, 2014 – June 30, 2015 and Bryan Sua to a partial term from July 1, 2015 – June 30, 2016 to fill Office No. 7 on the Finance Advisory Committee.
15. Appoint CCMG members Joe Susca for a one year partial term from July 1, 2014 – June 30, 2015 and Jane Leonard for a one year partial term from July 1, 2015 – June 30, 2016 to fill Office No. 8 on the Finance Advisory Committee.

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16. Appoint Sean Kearney as the CCUSD Representative for a four year term from July 1, 2014 – June 30, 2018 to fill Office No. 9 on the Finance Advisory Committee.