



# City of Culver City

## Staff Report Details (With Text)

**File #:** 18-0753      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 1/17/2018      **In control:** City Council Meeting Agenda  
**On agenda:** 2/12/2018      **Final action:**  
**Title:** CC - Appointments to the Civil Service Commission; Bicycle and Pedestrian Advisory Committee; Fiesta La Ballona Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; and LAX International Airport Community Noise Roundtable.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
2/12/2018	1	City Council Meeting Agenda		
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**CC - Appointments to the Civil Service Commission; Bicycle and Pedestrian Advisory Committee; Fiesta La Ballona Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; and LAX International Airport Community Noise Roundtable.**

**Meeting Date:** February 12, 2018

**Contact Person/Dept:** Jeremy Green, City Clerk  
Gabby Monzon, City Clerk Specialist

**Phone Number:** (310) 253-5851

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Commission Action Required:** Yes  No       **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (02/06/18);

**Department Approval:** Serena Wright-Black, Administrative Services Director (2/05/18)

### RECOMMENDATION

Staff recommends the City Council appoint members to the Civil Service Commission; Bicycle and

Pedestrian Advisory Committee (1 Resident Position); Fiesta La Ballona Committee; Finance Advisory Committee (1 Local Business Position); Landlord-Tenant Mediation Board (1 Tenant Position); and the LAX International Airport Community Noise Roundtable (Representative and Alternate.)

## **BACKGROUND**

On October 23, 2017, the City Council directed the City Clerk to hold a special recruitment to fill positions across several Commissions, Boards, and Committees (“CBCs”) that had been vacated during the past year.

There are a total of 8 openings across 6 bodies as follows: Bicycle and Pedestrian Advisory Committee (1) ; Civil Service Commission (1) ; Fiesta La Ballona Committee (2); Finance Advisory Committee (1); Landlord-Tenant Mediation Board (1); LAX International Airport Community Noise Roundtable (2).

On December 20, 2017, the City Clerk’s Office posted the online application, the advertisement of the seats available on the City’s “Commissions, Committees, and Boards” webpage, and publicized the vacancies as follows:

- Advertisements were published in the Culver City News on December 21, 2017, January 04, January 18, and January 25, 2018.
- Notice was posted on the City’s website starting on December 19, 2017.
- Notice was sent via e-mail through *GovDelivery* on December 19, 2017, January 02, January 16, January 23, January 30, and January 31, 2018.
- Notice was posted on the social media application Nextdoor on December 18 and 21, 2017, and January 30 and 31, 2018.
- Notice was posted on social media applications Facebook and Twitter on December 18, 22, and 26, 2017 and on January 01, 07, 13, 16, 24, 30, and 31, 2018.
- Flyers were posted at City Hall, Mike Balkman Council Chambers, Veterans Memorial Building, and the Senior Center beginning on December 29, 2017 and copies were made available to the public.
- Notice was posted in the Senior Center Newsletter in January 2018.
- Notice was posted on Culver City TV beginning on December 20, 2017.
- An email was sent to former applicants on December 12, 2017.

## ***Confirmation of Eligibility Requirements***

Upon receipt, the City Clerk’s Office reviewed each application to confirm whether the applicant represented that they met the minimum eligibility requirements.

With respect to commission appointments, the Culver City Municipal Code (CCMC) provides certain general provisions related to members and those seeking appointment to Commissions. CCMC Section 3.03.005 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 seat 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.”

Please note that the available Finance Advisory Committee and Fiesta La Ballona Committee positions do not require applicants to be Culver City residents.

Any seats not filled by the City Council this evening will be advertised again during the next annual application cycle which will tentatively begin in late March 2018.

### **DISCUSSION:**

Following are summaries of those who submitted applications. Individuals marked by an asterisk (\*) have applied to multiple bodies.

It should be noted that there were several applicants for bodies that require Culver City residency and/or Culver City voter registration who did not meet either or both of those requirements. They received e-mails or phone calls from the City Clerk’s Office that indicated that they were not eligible for appointment.

#### ***Seat Vacancies:***

**Bicycle and Pedestrian Advisory Committee (BPAC)** -Resident Seat No. 2 is available for appointment to a partial term, which expires on June 30, 2019. To qualify, an applicant shall be a resident of Culver City.

A total of seventeen (17) eligible applications were received from:

Shao-Shao Cheng  
Lisa Marie Parker Desai\*  
Allen Lulu  
Mike Hale\*  
Sara Fields  
Amanda Snelson  
George Montgomery  
Art Nomura  
Pamela Brisette  
Alex Giza  
Glenn Spann  
Andrew Yamamoto  
Rolan Hernandez  
Laura Krawczyk  
Mandalyn Mendoza  
Patrick Abbs  
Diana Hernandez

**Civil Service Commission (CSC)** - One seat is available for appointment. Seat No. 5 expires on June 30, 2019.

A total of eight (8) eligible applications were received from:

Peter Stern  
Mike Hale\*  
Carol Kramer  
Michelle Ford  
John Hasegawa  
Dale Larson  
Sal LaPardo  
Karyn Laitis

**Fiesta La Ballona Committee (FLBC)** -Fiesta La Ballona terms begin in November and end in October. There are currently two (2) Member vacancies for Seat No. 3 and No. 5. The newly appointed members will complete a partial term expiring on October 31, 2020 and October 31, 2018, respectively.

A total of six (6) eligible applications were received from:

Lisa Marie Parker Desai\*  
Greg Guzzetta  
Polly Beale  
T.R. Porter  
Lila Swenson  
Nancy Johney

**Finance Advisory Committee (FAC)** - One Local Business Representative - Seat No. 5 is available for appointment to a partial term ending on June 30, 2020. Local Business Representatives shall own or be the primary operator of a duly licensed business located within City limits.

A total of two (2) eligible applications were received from:

Beth Hyatt  
Darrel Menthe

**Landlord Tenant Mediation Board (LTMB)** - One seat is available for appointment. Tenant - Seat No. 2 with a partial term expiring on June 30, 2021. Tenant Members shall be tenants of residential rental property located 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 in Culver City.

A total of five (5) eligible applications were received from:

Liz Zeitler  
Pamela Richardson  
Joseph Kay  
Donna LeBlanc

Philip McCabe

**LAX International Airport Community Noise Roundtable** - There are two seats available for appointment. Representative Seat No. 1 and Alternate Representative Seat No. 2 are both for an outside board (not an official City body) and have indefinite terms.

A total of eight (8) eligible applications were received from:

Dani Zandel  
Carolyn Wispe Burns  
Brendon Macaraeg  
Sandra Zaitso  
Mike Hale\*  
Luciano Nocera  
Barbara Markoe  
Richard Rownak

The Los Angeles International Airport (LAX) Ad Hoc Subcommittee (comprised of Council Members Clarke and Eriksson) met on February 5, 2018 and recommended that:

1. Council Member Clarke and Eriksson be appointed as interim representatives through June 30, 2018 as Representative and Alternate, respectively;
2. The above applicants be considered during the regular process in March-June 2018 to allow City Council to consider creating a term for appointees.

Hard copies of the redacted applications are available for public inspection in the City Clerk's Office and are available at [www.culvercity.org/serve](http://www.culvercity.org/serve) <<http://www.culvercity.org/serve>> .

## FISCAL ANALYSIS

Costs for advertising the vacancies in the newspaper and on social media totaled \$2,637.52. The new appointee to the Landlord-Tenant Mediation Board, will need 30 hours of professional mediation training at a cost of \$625. All new applicants must also complete AB 1234 Ethics and Brown Act training within one year of appointment. These costs would be absorbed in existing budget appropriations.

## MOTION

That the City Council:

Make the following appointments as desired:

1. Appoint \_\_\_\_\_ to Resident Seat No. 2 of the Bicycle and Pedestrian Advisory Committee for a term expiring on June 30, 2019.
2. Appoint \_\_\_\_\_ to Seat No. 5 of the Civil Service Commission for a term expiring on

June 30, 2019.

3. Appoint \_\_\_\_\_ to fill Member - Seat No. 3 with a term expiring on October 31, 2020 and appoint \_\_\_\_\_ to Member - Seat No. 5, of the Fiesta La Ballona Committee, with a term expiring on October 31, 2018.
4. Appoint \_\_\_\_\_ to fill a Local Business Representative - Seat No. 5 to the Finance Advisory Committee for a term expiring on June 30, 2020.
5. Appoint \_\_\_\_\_ to fill a Tenant - Seat No. 2 to the Landlord-Tenant Mediation Board for a term expiring on June 30, 2021.
6. Appoint \_\_\_\_\_ to fill Representative Seat No. 1 and appoint \_\_\_\_\_ to Alternative Representative Seat No. 2 to the LAX International Airport Community Noise Roundtable for a period of \_\_\_\_\_.