



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-01354      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 6/1/2018      **In control:** City Council Meeting Agenda  
**On agenda:** 6/25/2018      **Final action:**  
**Title:** CC - (1) Appointments to the Bicycle and Pedestrian Advisory Committee; Board of Trustees of LA County West Vector District; Civil Service Commission; Committee on Homelessness; Cultural Affairs Commission; Disability Advisory Committee; Fiesta La Ballona Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; LAX Area Advisory Committee; Parks, Recreation and Community Services Commission; and Planning Commission; and (2) Direction to the City Clerk Regarding any Vacancies not Filled.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Date:** June 25, 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 ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/20/18);

**Department Approval:** Serena Wright-Black, Administrative Services Director (06/18/18)

## **RECOMMENDATION**

Staff recommends the City Council (1) appoint and/or reappoint members to the Bicycle and Pedestrian Advisory; Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District; Civil Service Commission; Committee on Homelessness; Cultural Affairs Commission; Disability Advisory Committee; Fiesta La Ballona Committee; Finance Advisory Committee; Landlord-Tenant Mediation Board; LAX Area Advisory Committee; Parks, Recreation, and Community Services Commission; and Planning Commission; and (2) provide direction to the City Clerk regarding any vacancies not filled.

## **BACKGROUND**

In this application cycle, there are a total of 25 openings across 12 bodies as follows: Bicycle and Pedestrian Advisory Committee (3 Residents, 1 Senior Resident, 1 Local Business Rep.); Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District (1 Position); Civil Service Commission (1 Position - Seat 1); Cultural Affairs Commission (1 Position - Seat 5); Committee on Homelessness (2 Positions); Disability Advisory Committee (Seat 1 and Seat 5); Fiesta La Ballona Committee (Seats 5, 6, and 7); Finance Advisory Committee (Resident Seat 3, Local Business Rep. - Seat 6); Landlord-Tenant Mediation Board (Tenant, Landlord, Member-at-Large); LAX Area Advisory Committee (3 Positions); Parks, Recreation, and Community Services Commission (1 Position - Seat 3); Planning Commission (1 Position - Seat 5).

Beginning on April 12, 2018, the City Clerk's Office posted the online application, the advertisement of the seats available on the City's "Commissions, Boards, and Committees" webpage, and publicized the vacancies as follows:

- Advertisements were published in the Culver City News on April 12, 19 and 26, and May 10 and 17, 2018.
- Notice was posted on the City's website starting on April 12, 2018.
- Notice was sent via e-mail through *GovDelivery* on April 12, 20, 25, and 30; May 2, 7, 14, 17 and 22, 2018.
- Notice was posted on the social media application Nextdoor on April 13, 25, and May 3, 2018.
- Notice was posted on social media applications Facebook and Twitter on April 18, 19, 26, 28; and May 2, 3, 9, 11, 15, 22, and 23, 2018.
- Flyers were posted at City Hall, Council Chambers, Veterans Memorial Building, and the Senior Center beginning on April 20, 2018 and copies were made available to the public.
- Flyers were distributed to the Culver City Chamber of Commerce on April 20, 2018.
- Notice was posted on Culver City TV beginning on April 24, 2018.
- Emails were sent to past CBC Applicants.
- New for 2018: A "CBC Meet & Greet" community event was hosted by the City Clerk's Office on May 3, 2018 with over 40 people in attendance.

### ***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 Local Business Representative of the Bicycle and Pedestrian Advisory Committee, the Business seat for the Finance Advisory Committee, the Landlord seat for the Landlord Tenant Mediation Board, the Disability Advisory Committee, and the 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 cycle, unless City Council determines otherwise.

### **DISCUSSION:**

Following are summaries of those who submitted applications. Individuals who have applied to multiple bodies will have those bodies listed in order of preference next to their names and those marked with a number sign (#) attended a special City Council meeting on June 4<sup>th</sup>, which was scheduled for interviews of potential candidates. Those marked with two asterisks (\*\*) submitted applications after the May 23, 2018, 5:00 PM deadline.

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)** - A total of five seats are available. Three seats: Resident Seat No. 3, the Resident Senior Citizen Seat, and a Local Business Representative Seat are available for appointment to full terms, all three of which expire on June 30, 2020. Resident Seat Nos. 1 and 2 are available for appointment to partial terms, which expire on June 30, 2019. To qualify, an applicant shall be a resident of Culver City, with the exception of the Local Business Representative position, which does not require Culver City residency, but rather ownership of a business within the City. Michelle Weiner and Andrew Leist are currently appointed to the Resident Senior Citizen and Local Business Representative positions, respectively. Robyn Tenensap currently holds the Resident Disability Representative position that expires in 2019. Resident Seats 1, 2, and 3, held by Patricia Bijvoet, Diana Hernandez, and Kristen Torres Pawling, respectively, will be vacated due to their appointment to the General Plan Advisory Committee.

A total of thirteen (13) eligible applications were received from the following individuals. Those who provided their interest in a particular type of seat are listed in parentheses:

Nancy Barba - # / FAC, BPAC (**Resident**)  
Anne Diga Jacobsen - # / BPAC, COH (**Resident**)  
Khin Khin Gyi - # / Planning, BPAC  
Garrett Hunter\*\* - # (**Resident**)  
Beth Hyatt - LTMB, COH, DAC, BPAC (**Resident or Local Business Representative**)  
Robert Kempken - # (**Resident**)  
Andrew Leist - # (**Current Local Business Representative, Interest in Resident seat**)  
David Metzler - # (**Resident**)  
Art Nomura - # (**Resident**)  
Norman Palley - # (**Resident**)  
George Montgomery\*\* - # (**Resident, Local Business Representative**)  
Connie Seidman - # (**Resident 1<sup>st</sup>, Local Business Representative 2<sup>nd</sup>**)  
Robyn Tenensap - BPAC, DAC (**Current Resident Disability Representative**)  
Michelle Weiner - # (**Resident Senior Citizen**)

**Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District** - One seat is available for appointment to a full term beginning on January 1, 2019 and ending on December 31, 2019. Jay Garacochea is the current board member, whose term expires on December 31, 2018. There are no term limits for this board and Mr. Garacochea has reapplied.

A total of one (1) application was received from:

Jay Garacochea - # (**Current Representative**)

**Civil Service Commission (CSC)** - One seat is available for appointment to a full term. Seat No. 1 expires on June 30, 2022. Seat No 1 is currently held by John Kuechle, who is eligible for a second term and has reapplied.

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

Edward Baughan - #  
John Kuechle - # (**Current Member**)

**Committee on Homelessness (COH)** - Seat No. 3 and Seat No. 7 are available for appointment to partial terms, ending June 30, 2020. Alex Fisch, who held Seat No. 3, was elected to the City Council and Freddy Puza, who held Seat No. 7, was appointed to the General Plan Advisory Committee, leaving their seats vacant.

A total of twelve (12) eligible applications were received from:

Anne Diga Jacobsen - # / BPAC, COH  
John Flynn - #  
Collette Hanna - Planning, COH  
John Helyar - #  
Beth Hyatt - LTMB, COH, DAC, BPAC  
Dale Larson - # / COH, LTMB  
Mark Lipman - #  
Yasmine-Imani McMorris  
Lisette Palley - # / DAC, COH

Jonathan Varsano - #  
Melissa Vollbrecht  
Gerald Weiner

**Cultural Affairs Commission (CAC)** - Seat No. 5, currently held by Zoltan Pali, is available for appointment to a full term ending on June 30, 2022. Commissioner Pali has served one partial term on the Commission, is eligible for re-appointment to a second (and third) full term, and has applied for re-appointment.

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

Sandra Aispuro - #  
Robert Combs - # / CAC, FAC, PRCS  
Leora O'Carroll  
Zoltan Pali - # **(Current Member)**  
Roberta Sergeant - #  
Shannon Theus - #

**Disability Advisory Committee (DAC)** - Seat No. 1, currently held by Robyn Tenensap, and Seat No. 3, currently held by Dr. Jay Shery, have terms which are ending. There are no term limits for the DAC and Ms. Tenensap and Dr. Shery have served 5 full terms and 4 full terms, respectively, are eligible for re-appointment, and have submitted applications to be considered for re-appointment. The appointment will be for a four year term ending June 30, 2022.

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

Beth Hyatt - LTMB, COH, DAC, BPAC  
Carmen Ibarra - #  
Lisette Palley - # / DAC, COH  
Jay Shery - # **(Current Member)**  
Robyn Tenensap - BPAC, DAC **(Current Member)**

**Fiesta La Ballona Committee** - There are three vacancies (Seats 5, 6, and 7) available for appointment to full terms beginning on November 1, 2018 and ending October 31, 2022. Greg Guzzetta has served one partial term on the Committee, is eligible for re-appointment to a second (and third) full term and has applied for reappointment. Committee Members Bob Wayne and Jeanne Min have served two full terms and are not eligible for reappointment.

A total of seven (7) eligible applications were received from:

Lizet Alvarez - #  
Kim Ayres - #  
Greg Guzzetta **(Current member)**  
Judie Mcaskill - #  
Lisa Marie Parker Desai- #  
Sky Schear - #  
Robert Wayne

**Finance Advisory Committee (FAC)** - There are two vacancies, Resident Seat No. 3 and Local Business Representative Seat No. 6, available for appointment to full terms expiring on June 30,

2022. Steve Reitzfeld currently holds the Resident Member position, having served one partial term and one full term, and is eligible for reappointment to a second full term. Because none of the applicants satisfied the requirements for the Local Business Representative position, this position may remain unfilled.

A total of three (3) eligible applications were received from. Those who provided their interest in a particular type of seat are listed in parentheses:

Nancy Barba - # / FAC, BPAC (**Resident Member**)  
Robert Combs - # / CAC, FAC, PRCS (**Resident Member**)  
Steve Reitzfeld - LTMB, FAC (**Current Resident Member**)

**Landlord Tenant Mediation Board (LTMB)** - Three seats are available for appointment to full terms. The Tenant, Landlord, and Member At-Large seats will expire on June 30, 2022. 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. Landlord Representatives shall either own, manage, or have residential income property interest within Culver City and preferably be residents of Culver City. Members At-Large shall be residents of Culver City and shall not be tenants nor shall they own or have an ownership interest in any residential income-producing property in Culver City.

**Tenant Seat No. 3** - One seat is available for appointment. This seat is currently held by Julianna Thompson and expires on June 30, 2018. Ms. Thompson has served one full 3-year term on the Board and is eligible for re-appointment to a second, 3-year term, expiring on June 30, 2021.

A total of one (1) eligible application was received from. Those who provided their interest in a particular type of seat are listed in parentheses:

Julieanna Thompson - (**Current Tenant Representative Member**)

**Landlord Seat No. 3** - One seat is available for appointment. This seat is currently held by Ron Bassilian and expires on June 30, 2018. Mr. Bassilian has served one full 3-year term on the Board and is eligible for re-appointment to a second 3-year term, expiring on June 30, 2021.

A total of five (5) eligible application were received from. Those who provided their interest in a particular type of seat are listed in parentheses:

Ron Bassilian - # (**Current Landlord Representative Member**)  
Deborah Drezner - # (**Landlord Representative**)  
Beth Hyatt - LTMB, COH, DAC, BPAC (**Landlord Representative**)  
George Young\*\* (**Landlord Representative**)

**Member At-Large Seat No. 3** - One seat is available for appointment. The Member At-Large position, currently held by Leonardo Wilborn, expires on June 30, 2018. Mr. Wilborn has served one full 3-year term on the Board and is eligible for re-appointment to a second term.

A total of eight (8) eligible applications were received from. Those who provided their interest in a particular type of seat are listed in parentheses:

Debbie Hamme - # (**Member At-Large Representative**)

Keith Jones - # (Member At-Large Representative)  
Rhonda Koss - # (Member At-Large Representative)  
Dale Larson - # / COH, LTMB (Member At-Large Representative)  
Douglas Osborne - # (Member At-Large Representative)  
Steve Reitzfeld - LTMB, FAC (Member At-Large Representative)  
Maria Stone - # (Member At-Large Representative)  
Leonardo Wilborn - # (Current Member At-Large Representative Member)

**LAX Area Advisory Committee** - There are three seats available for appointment. Representative seats are for an outside board (not an official City body). Two positions are currently held by John Wahlert and Kevin Klowden, who are both eligible for re-appointment.

A total of three (3) eligible applications were received from:

Kevin Klowden (Current Member)  
Luciano Nocera  
John Wahlert (Current Member)

**Parks, Recreation, and Community Services Commission** - Seat No. 3, currently held by Kay Heineman, is available for appointment to a full term expiring on June 30, 2022. Ms. Heineman has served one full term on the Commission and is eligible for re-appointment to a second full term.

A total of four (4) eligible applications were received from:

Andrew Furuto - # / Planning, PRCS  
Kay Heineman - # (Current Member)  
VK Shah - #  
Robert Combs - # / CAC, FAC, PRCS

**Planning Commission** - Seat No. 5 is available for appointment to a full term expiring on June 30, 2022. Dana Sayles currently holds Seat No. 5, has served one partial term and one full term, is eligible for a third term, and has applied for re-appointment.

A total of seven (7) eligible applications were received from:

Alice Barriciello  
Peter Capone-Newton  
Andrew Furuto - # / Planning, PRCS  
Khin Khin Gyi - # / Planning, BPAC  
Collette Hanna - Planning, COH  
Dan O'Brien - #  
Dana Sayles - # (Current Member)

Hard copies of the redacted applications are available for public inspection in the City Clerk's Office and are available on the Commissions, Boards, and Committees website:

<https://www.culvercity.org/home/showdocument?id=14232>.

## **UNFILLED VACANCIES**

Staff requests that City Council provide direction on how to fill any vacancies that may exist after this process or that may occur throughout the year. Options include contacting those un-appointed applicants who applied to the specific body that has a vacancy, contacting all un-appointed applicants to determine interest in the vacancy, holding an electronic recruitment process, and/or doing a full recruitment.

## **FISCAL ANALYSIS**

Costs for advertising the vacancies in the newspaper and on social media totaled \$2,946.90. Costs in preparation of the "CBC Meet & Greet" held on May 3, 2018 totaled \$132.53. 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. 1 for a partial term expiring on June 30, 2019; \_\_\_\_\_ to Resident Seat No. 2 for a partial term expiring on June 30, 2019; \_\_\_\_\_ to Resident Seat No. 3 for a full term expiring on June 30, 2020; \_\_\_\_\_ to the Resident Senior Citizen Seat for a full term expiring on June 30, 2020; and \_\_\_\_\_ to the Local Business Representative of the Bicycle and Pedestrian Advisory Committee for a full term expiring on June 30, 2020.
2. Appoint \_\_\_\_\_ to the Board of Trustees of the Los Angeles County West Vector and Vector-Borne Disease Control District for a full term beginning on January 1, 2019 and ending on December 31, 2019.
3. Appoint \_\_\_\_\_ to Seat No. 1 of the Civil Service Commission for a full term expiring on June 30, 2022.
4. Appoint \_\_\_\_\_ to Seat No. 3 and \_\_\_\_\_ to Seat No. 7 of the Committee on Homelessness for partial terms expiring on June 30, 2020.
5. Appoint \_\_\_\_\_ to Seat No. 5 of the Cultural Affairs Commission for a full term expiring on June 30, 2022.
6. Appoint \_\_\_\_\_ to Seat No. 1 and \_\_\_\_\_ to Seat No. 3 of the Disability Advisory Committee for full terms expiring on June 30, 2022.
7. Appoint \_\_\_\_\_ to fill Seat No. 5, \_\_\_\_\_ to fill Seat No. 6, and

- to fill Seat No. 7 of the Fiesta la Ballona Committee for full terms beginning on November 1, 2018 and expiring on October 31, 2022.
8. Appoint                                  to fill Resident - Seat No. 3 and                                  to fill Local Business Representative - Seat No. 6 to the Finance Advisory Committee for full terms expiring on June 30, 2022.
9. Appoint                                  to fill Tenant - Seat No. 3,                                  to fill Landlord - Seat No. 3, and                                  to fill Member At-Large - Seat No. 3 to the Landlord-Tenant Mediation Board for full terms expiring on June 30, 2022.
10. Appoint                                 ,                                  and                                  to fill the three Representative Seats to the LAX Area Advisory Committee.
11. Appoint                                  to fill Seat No. 3 to the Parks, Recreation, and Community Services Commission for a full term expiring June 30, 2022.
12. Appoint                                  to fill Seat No. 5 to the Planning Commission for a full term expiring June 30, 2022.
13. Provide direction to the City Clerk regarding any vacancies not filled this evening and other direction as deemed appropriate.