



City of Culver City

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Staff Report

File #: 19-1376, **Version:** 1

CC - (1) Appointments to the Bicycle and Pedestrian Advisory Committee; Civil Service Commission; Cultural Affairs Commission; Disability 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.

Meeting Date: June 10, 2019

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

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 (06/05/2019);

Department Approval: Serena Wright-Black, Assistant City Manager (06/03/19)

RECOMMENDATION

Staff recommends the City Council (1) Appoint Members to the Bicycle and Pedestrian Advisory Committee; Civil Service Commission; Cultural Affairs Commission; Disability 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 16 openings across 8 bodies as follows: Bicycle and Pedestrian Advisory Committee (2 Positions - Residents 1 and 2)
- Civil Service Commission (2 Positions - Seat 4 and 5)
- Cultural Affairs Commission (1 Position - Seat 4)

- Disability Advisory Committee (3 Positions - Seat 3, Seat 8, and Seat 9)
- Landlord-Tenant Mediation Board (3 Positions - Tenant, Landlord, Member-at-Large)
- LAX Area Advisory Committee (3 Positions)
- Parks, Recreation, and Community Services Commission (1 Position - Seat 2)
- Planning Commission (1 Position - Seat 1)

Beginning on April 2, 2019, 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 4 and 25, and May 2 and 9, 2019.
- Notice was posted on the City's website starting on April 2, 2019.
- Notice was sent via e-mail through *GovDelivery* on April 03, 19, and 23; May 2, 6, 17, 20 and 22, 2019.
- Notice was posted on the social media application Nextdoor on April 3, 23, and May 3, 10, 17 and 22, 2019.
- Notice was posted on social media applications Facebook and Twitter on April 4, 10, 15, 22, 24; and May 2, 7, 8, 14, 17, 19, 21, and 22, 2019.
- Flyers were posted at City Hall, Council Chambers, Veterans Memorial Building, and the Senior Center beginning on April 4, 2019 and copies were made available to the public.
- Flyers were distributed to the Culver City Unified School District on May 2, 2019.
- Notice was posted on Culver City TV beginning on April 8, 2019.
- Emails were sent to past Commission, Board and Committee (CBC) Applicants.
- The 2nd Annual "CBC Meet & Greet" community event was hosted by the City Clerk's Office on May 6, 2019 with over 30 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 Landlord seat for the Landlord Tenant Mediation Board, the Disability Advisory Committee, and the LAX Area Advisory Committee do not require applicants to be Culver City residents.

The Disability Advisory Committee and the LAX Area Advisory Committee do not have term limits.

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 attended the special City Council meeting on June 3rd are marked with a number sign (#). Those with one asterisk (*) applied to multiple bodies and those bodies will be listed in order of preference. Those current appointees reapplying for their respective position will have “**(Current Member)**” next to their names, and those marked with an “up” symbol (^) submitted applications after the May 22, 2019, 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 indicating that they were not eligible for appointment.

Seat Vacancies:

Bicycle and Pedestrian Advisory Committee (BPAC) - A total of five seats are available. However, one position is recommended for appointment by the Chamber of Commerce and two by the Culver City Unified School District (CCUSD). The Chamber has recommended that Dane Twichell be re-appointed for a two year term. CCUSD has recommended that Philip Hernandez be appointed to the staff representative position and Samantha Shanman for the student representative position. All three terms expire on June 30, 2021.

The two other positions, Resident Seat Nos. 1 and 2, are for outside recruitment through the City Clerk’s Office and are available for appointment to full terms, which expire on June 30, 2021. To qualify, an applicant shall be a resident of Culver City.

Art Nomura and Anne Jacobsen are currently appointed to Seat No. 1 and Seat No. 2, respectively and have reapplied for their positions. The Chamber of Commerce and CCUSD positions will be filled by recommendation of the respective bodies.

A total of thirteen (13) eligible applications were received from the following individuals.

Yolanda Bevini* (PRCS/BPAC/LTMB)
David Frey*/^# (Planning/BPAC/PRCS)
Janet Gegan#
Anne Jacobsen **(Current Member)**
Lauren Jagnow
Allen Lulu
Nina Madison* (LAX/BPAC)
David Metzler*# (BPAC/Planning)
Travis Morgan#

Art Nomura# (Current Member)

Kate O'Neal#

Marsha Rivera#

Bryan Sanders

Civil Service Commission (CSC) - Seat Nos. 4 and 5 are available for appointment to full terms expiring on June 30, 2023. Seat No. 4 is held by Commissioner Vicky Daily-Redholtz who is not eligible to reapply at this time. Seat No. 5 is held by Commissioner Michelle Ford, who served a partial term and is eligible for re-appointment to a full term, has applied for re-appointment.

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

Daniel Behrendt*# (CSC/Planning)

Michelle Ford **(Current Member)**

Danielle Sheppard* (PRCS/CSC/DAC)

Peter Stern#

Cultural Affairs Commission (CAC) - Seat No. 4, currently held by Tania Fleisher, is available for appointment to a full term ending on June 30, 2023. Commissioner Fleisher has served a partial term on the Commission, is eligible for re-appointment to a full term, and has applied for re-appointment.

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

Nina Bays#

Tania Fleischer# **(Current Member)**

Andrew Lachman*# (CAC/PRCS)

Erik Paesel*# (CAC/Planning)

Hope Parrish#

Disability Advisory Committee (DAC) - Seat Nos. 3, 8, and 9 are available for appointments to full terms ending June 30, 2023. There are no term limits for the DAC and Seat No. 3 is currently held by N. John Hasegawa. Mr. Hasegawa has served one partial term, is eligible for re-appointment, and has submitted an application to be considered for re-appointment.

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

Michelle Christie#

Janice Ginther*# (DAC/LTMB)

Janice Goldhaber#

N. John Hasegawa **(Current Member)**

Carmen Ibarra

Danielle Sheppard* (PRCS/CSC/DAC)

Dorene Slavitz^#

Joe Taravella#

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, 2023. 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. 4 - One seat is available for appointment. This seat is currently held by Elizabeth Voncannon. Ms. Voncannon did not submit an application for reappointment. The appointment is for a four-year term ending on June 30, 2023.

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

Selena Cuffe

Landlord Seat No. 4 - One seat is available for appointment. This seat is currently held by Gary Duboff. Mr. Duboff has served one partial term on the Board, is eligible for re-appointment, and has submitted an application to be considered for re-appointment for a four-year term ending on June 30, 2023.

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

Yolanda Bevini* (PRCS/BPAC/LTMB)
Deborah Drezner#
Gary Duboff# (Current Member)

Member At-Large Seat No. 4 - One seat is available for appointment. This seat is currently held by Kenneth Rothschild. Mr. Rothschild did not submit an application for reappointment. The appointment is for a four-year term ending on June 30, 2023.

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

Janice Ginther*# (DAC/LTMB)
Carolyn Myles
Ramsey Salem^

LAX Area Advisory Committee - There are three seats available for appointment. Representative seats are for an outside board (not an official City body). Kevin Klowden, Luciano Nocera, and John Wahlert currently serve as the City's representatives, are eligible for re-appointment, and have submitted applications to be considered for re-appointment.

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

Kevin Klowden# (Current Member)
Nina Madison* (LAX/BPAC)
Jeffrey Moskin
Luciano Nocera# (Current Member)
John Wahlert (Current Member)

Parks, Recreation, and Community Services Commission (PRCS) - Seat No. 2, currently held by Scott Zeidman, is available for appointment to a full term expiring on June 30, 2023. Commissioner Zeidman has served one partial term and is eligible for re-appointment to a full term.

A total of ten (10) eligible applications were received from:

Yolanda Bevini* (PRCS/BPAC/LTMB)
Brian Frange#
David Frey*/^# (Planning/BPAC/PRCS)
Angira Jhaveri
Andrew Lachman*# (CAC/PRCS/Planning)
Haifaa Moammar#
VK Shah
Danielle Sheppard* (PRCS/CSC/DAC)
Star Urmston#
Scott Zeidman# (**Current Member**)

Planning Commission (Planning) - Seat No. 1 is available for appointment to a full term expiring on June 30, 2023. Ed Ogosta currently holds Seat No. 1, is eligible for a second full term, and has applied for re-appointment.

A total of ten (10) eligible applications were received from:

Linda Bartlett
Marc Bauer#
Daniel Behrendt* (CSC/Planning)
Christopher Johnson
Andrew Lachman* (CAC/PRCS/Planning)
David Metzler*# (BPAC/Planning)
Ed Ogosta# (**Current Member**)
Erik Paesel* (CAC/Planning)
David Stenitz#
Kamran Toutouchian

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:
www.culvercity.org/serve <<http://www.culvercity.org/serve>>.

Unfilled Vacancies

Staff requests that City Council provide direction on the manner of filling any vacancies that may exist after this process or that may occur throughout the year. Options include allowing the seat(s) to remain vacant until the next appointment cycle, 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.

Commission, Board and Committee Interaction with the City Council

In accordance with Section V of City Council Policy *City Commissions, Board and Committees*;

Appointed Representatives to Outside Agencies and Boards, adopted by Resolution No. 2017-R086, all CBCs shall periodically report to City Council regarding their activities. Section V of the policy states:

“In an effort to facilitate regular communications between the City Council and its Commissions, joint meetings between the City Council and each of the Commissions shall be scheduled on an annual basis. Periodically, but no less than quarterly, each CBC shall submit to the City Council a written report on their respective activities. Nothing in this Policy shall preclude the City Council from requesting a report from any CBC at any time.”

New CBC members will be informed of this requirement during their orientation.

FISCAL ANALYSIS

Costs for advertising the vacancies in the newspaper and on social media totaled \$1,237.52. Costs in preparation of the “CBC Meet & Greet” held on May 6, 2019 totaled \$36.53. New appointees to the Landlord-Tenant Mediation Board will need 30 hours of professional mediation training at a cost of \$625. A mandatory AB 1234 Ethics and Brown Act training has been scheduled for appointees on Thursday, June 27, 2019. All new applicants must complete this 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 and _____ to Resident Seat No. 2 of the Bicycle and Pedestrian Advisory Committee for full terms expiring on June 30, 2021.
2. Appoint _____ to Seat No. 4 and _____ to Seat No. 5 of the Civil Service Commission for full terms expiring on June 30, 2023.
3. Appoint _____ to Seat No. 4 of the Cultural Affairs Commission for a full term expiring on June 30, 2023.
4. Appoint _____ to Seat No. 3, _____ to Seat No. 8, and _____ to Seat No. 9 of the Disability Advisory Committee for full terms expiring on June 30, 2023.
5. Appoint _____ to fill Tenant - Seat No. 4, _____ to fill Landlord - Seat No. 4, and _____ to fill Member At-Large - Seat No. 4 to the Landlord-Tenant

Mediation Board for full terms expiring on June 30, 2023.

6. Appoint _____, _____ and _____ to fill the three Representative Seats to the LAX Area Advisory Committee for full terms expiring on December 30, 2020.
7. Appoint _____ to fill Seat No. 2 to the Parks, Recreation, and Community Services Commission for a full term expiring June 30, 2023.
8. Appoint _____ to fill Seat No. 1 to the Planning Commission for a full term expiring June 30, 2023.
9. Provide direction to the City Clerk regarding any vacancies not filled this evening and other direction as deemed appropriate.