



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

---

**File #:** 19-1431, **Version:** 1

**Item #:** C-7.

---

**CC - Adoption of an Ordinance Amending Culver City Municipal Code Chapter 15.09, Rental Housing, Regarding the Landlord-Tenant Mediation Board's Role and Duties, and Establishing Additional Notice Requirements for Landlords to Inform Tenants of the Availability of Mediation Services.**

**Meeting Date:** June 24, 2019

**Contact Person/Dept:** Tevis Barnes/CDD  
Heather Baker/City Attorney

**Phone Number:** (310) 253-5782  
(310) 253-5660

**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 (06/19/19)

**Department Approval:** Sol Blumenfeld, Community Development Director (06/14/19)

---

### **RECOMMENDATION**

Staff recommends the City Council adopt an Ordinance amending Culver City Municipal Code Chapter 15.09, Rental Housing, regarding the LTMB's role and duties, and establishing additional notice requirements for landlords to inform tenants of the availability of mediation services.

### **BACKGROUND/DISCUSSION**

On June 10, 2019, the City Council considered the following recommendations from the Landlord-Tenant Mediation Board (LTMB):

1. Expand the role of the LTMB to offer voluntary mediation for landlords and tenants on issues pertaining to the habitability of housing units; and
2. Establish notice requirements for landlords to inform their tenants of the City's LTMB mediation program; and
3. Introduce an Ordinance approving related amendments to Culver City Municipal Code

(CCMC) Chapter 15.09, Rental Housing; and

4. Adopt a Resolution amending the LTMB Bylaws regarding mediation scope and procedure.

After discussing the matter, the City Council provided the following additional direction:

- Add language to Section 15.09.050.A of the Ordinance to specify that the required notification to tenants of the availability of mediation service be of a certain font size and placed in a conspicuous manner in the lease document or lease addendum.
- Provide a grace period of 90 days after the effective date of the Ordinance within which landlords must update their lease documents.
- Establish a dedicated page on the City's website for the LTMB, which should include sample notices, addendums, etc.

The City Council unanimously (1) adopted the Resolution amending the LTMB Bylaws; and (2) introduced the Ordinance, including the changes discussed above.

The Ordinance is returning to City Council for adoption.

## **FISCAL ANALYSIS**

There is no fiscal impact related to the adoption of the proposed Ordinance.

## **ATTACHMENTS**

1. Proposed Ordinance Amending Chapter 15.09\_LTMB

## **MOTION**

That the City Council:

1. Adopt an Ordinance amending Culver City Municipal Code Chapter 15.09, Rental Housing, regarding the LTMB's role and duties, and establishing additional notice requirements for landlords to inform tenants of the availability of mediation services.