



# City of Culver City

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## Staff Report

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**File #:** 20-179, **Version:** 1

**Item #:** A-1.

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**CC - (1) Consideration of Forfeiture of Local Business Representative Seat Number 6; and (2) Appointments to Fill One, or [if Desired] Two Unscheduled Vacancies on the Finance Advisory Committee.**

**Meeting Date:** August 26, 2019

**Contact Person/Dept:** Erica McAdoo/Finance Department  
Gabby Monzon/City Clerk's Office

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**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 (08/21/19); Meetings and Agendas - Finance Advisory Committee (08/21/19)

**Department Approval:** Serena Wright-Black, Assistant City Manager (08/21/19)

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### **RECOMMENDATION**

Staff recommends City Council consider appointments to fill one or two unscheduled vacancies on the Finance Advisory Committee.

### **BACKGROUND/DISCUSSION**

The Finance Advisory Committee (FAC) consists of nine (9) members appointed by the City Council, with three (3) of those members coming from the Culver City Business Community. The Business Community Members shall own or be the partner, officer, or manager of a duly licensed business located within the City limits. The FAC has experienced two recent unscheduled vacancies as outlined below:

- **Seat No. 4 - Local Business Representative:** On June 6, 2019, Staff received a notice of resignation from Jose Casarez, a local business representative to the Finance Advisory

Committee (FAC). Mr. Casarez served as a member of the Committee since July 2016 with a term set to expire June 30, 2020.

- Seat No. 6 - Local Business Representative: City Council Resolution 2017-R086 on Commissions, Boards and Committees (CBCs) specifies in Section IV that any Member who is absent from three consecutive meetings of their respective CBC or a total of five meetings in any six month period shall automatically forfeit his or her membership on said CBC. Since appointment to the FAC by the City Council on December 10, 2018 to Local Business Representative Seat No. 6, Member Christopher Harris has attended only two meetings, most recently absent from FAC meetings held on May 15<sup>th</sup>, June 12<sup>th</sup> and July 10<sup>th</sup>. At its meeting on August 14<sup>th</sup>, the FAC recommended transmittal for City Council consideration the forfeiture of Member Harris' seat and his removal from the Finance Advisory Committee. Mr. Harris was notified of this action and opted not to appeal the decision of the Committee. The term of this seat expires June 30, 2022.

At its meeting on June 10, 2019, the City Council outlined its procedures for filling any Commission, Board or Committee vacancies that may occur throughout the year, at which time it also directed a full recruitment process for FAC Seat No. 4 - Local Business Representative. Staff has since contacted all currently un-appointed 2019 CBC applicants, conducted outreach through the Economic Development and Cultural Affairs Offices, in addition to coordination with FAC members and the Chamber of Commerce to further distribute information regarding the vacancy. The application period closed on August 14, 2019 with three qualified applicants. In consideration of the recent vacancy created by the forfeiture of Seat No. 6 - Local Business Representative, the FAC further recommends the City Council appoint a new FAC Member from the existing applicant list concurrently.

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

Keith Jones  
Andrew Lachman  
Randall Lentz

## **FISCAL ANALYSIS**

This is no fiscal impact associated with this discussion.

## **ATTACHMENTS**

1. 2019-08-26\_ATT - Finance Advisory Committee Staff Report
2. 2019-08-26\_ATT - Finance Advisory Committee Redacted Applications
3. 2019-08-26\_ATT - City Council Resolution 2017-R086

**MOTION**

That the City Council:

1. Consider the Recommendation from the Finance Advisory Committee of forfeiture of Seat No. 6 - Local Business Representative;
2. Appoint \_\_\_\_\_ to Seat No. 4 - Local Business Representative on the Finance Advisory Committee for a partial term ending June 30, 2020.
3. [If Desired] Appoint \_\_\_\_\_ to Seat No. 6 - Local Business Representative on the Finance Advisory Committee for a full term ending June 30, 2022.