



# City of Culver City

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## Staff Report

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**File #:** 20-231, **Version:** 1

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### **CC - Direction to the City Clerk Regarding Vacancies on the Committee on Homelessness and Bicycle and Pedestrian Advisory Committee**

**Meeting Date:** September 9, 2019

**Contact Person/Dept:** Gabby Monzon/City Clerk's Office  
Jeremy Green/City Clerk's Office

**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 (09/04/19);

**Department Approval:** Serena Wright-Black, Assistant City Manager (09/03/19)

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### **RECOMMENDATION**

Staff recommends the City Council provide direction to the City Clerk related to vacancies on the Committee on Homelessness and Bicycle and Pedestrian Advisory Committee.

### **BACKGROUND/DISCUSSION**

At the City Council Meeting of June 10, 2019, the City Council directed staff to bring forward vacancies as they occur to determine how to proceed with recruitment on a case-by-case basis.

#### **Committee on Homelessness**

On July 31, 2019, Committee on Homelessness (COH) Member Melissa Vollbrecht notified staff that she will no longer be eligible to serve on the committee. Ms. Vollbrecht was appointed to Seat No. 2 in September of 2018 to serve what is considered a full term. At the time, the City Clerk's Office received a total of three (3) eligible applications. Appointment to Seat No. 2 on the COH will be for a partial term expiring on June 30, 2020.

The Committee on Homelessness bylaws indicate that the regular meetings occur every two months

on the 4<sup>th</sup> Tuesday.

The City Council may wish to consider one of the following options:

- (1) Consider pool of recent, previous applicants: The City Council may wish to consider the entire 2019 pool of eligible prior applicants from all bodies (**broad pool**) or from a targeted pool. If either of these options are selected, the City Clerk's Office would contact all eligible applicants to confirm they remain interested in being considered for vacant position(s), and staff would return to the City Council with an item for consideration at an upcoming Regular Meeting. (Note: in the broad pool, there are up to 53 applicants total, subject to confirmation of interest and qualifications. There were 5 in the most recent targeted pool of those who applied specifically for the committee.)
- (2) Advertise vacancy: Direct the City Clerk to advertise for the vacancy immediately over the course of the next month and bring back an item to City Council for consideration of appointment at an upcoming Regular Meeting.

In the case that the City Council selects Option 2 above, the vacancy will be advertised in an adjudicated newspaper, on the City's website, and through the City's social media platform.

#### Bicycle and Pedestrian Advisory Committee

On June 13, 2016, the City Council appointed five members to the newly created Bicycle and Pedestrian Advisory Committee (BPAC). There were no applicants at that time for the Disability Representative Resident. On August 11, 2016, Public Works staff attended a Disability Advisory Committee (DAC) meeting to advertise the disability vacancy on the BPAC. The DAC nominated one of their members, Robyn Tenensap, to serve as the Disability Representative Resident on the BPAC. The City Council, making an exception, appointed Ms. Tenensap to serve an initial three-year term on the BPAC while continuing her seat on the DAC. The three-year term on the BPAC ended on June 30, 2019.

Inadvertently, staff assumed that Ms. Tenensap's reappointment to the DAC included reappointment to the BPAC. Due to this oversight, Ms. Tenensap was never reappointed to the BPAC. However, she has continued to fully participate in the BPAC meetings.

Appointment to the Disability Representative Resident position would be for a two-year term ending on June 30, 2021.

The City Council may wish to consider one of the following options:

- (1) Reappoint Ms. Tenensap to the position.
- (2) Advertise vacancy: Direct the City Clerk to advertise for the vacancy, as there were no previous applicants.

Please note that, although there are no bylaws for the BPAC, the body tends to meet every other month.

**FISCAL ANALYSIS**

Recruitment will not have further fiscal impact beyond amounts budgeted.

**ATTACHMENTS**

2019-09-09\_\_ATT - Resignation Notification from COH Member Melissa Vollbrecht

**MOTION**

That the City Council:

1. Provide direction to the City Clerk related to the vacancies on the Committee on Homelessness and the Bicycle and Pedestrian Advisory Committee.