



# City of Culver City

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## Staff Report

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**File #:** 21-316, **Version:** 1

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**CC - (1) Appointment of a Member to the LAX Area Advisory Committee (LAXAAC); (2) Direction to the City Clerk Related to Two Vacancies on the Disability Advisory Committee (DAC); and (3) Discussion and Direction to the City Clerk Related to Eligibility Requirements and Future Vacancies of, and One Current Vacancy on, the General Plan Advisory Committee (GPAC).**

**Meeting Date:** September 29, 2020

**Contact Person/Dept:** Jeremy Green/City Clerk, Administrative Services

**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 (09/23/2020)

**Department Approval:** Serena Wright-Black, Assistant City Manager (09/21/2020)

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### **RECOMMENDATION**

Staff recommends the City Council: (1) appoint a member to the LAX Area Advisory Committee (LAXAAC); (2) provide direction to the City Clerk related to two vacancies on the Disability Advisory Committee (DAC); and (3) discuss and provide direction to the City Clerk related to eligibility requirements and future vacancies of, and one current vacancy on, the General Plan Advisory Committee (GPAC).

### **BACKGROUND/DISCUSSION**

#### **LAX Area Advisory Committee (LAXAAC)**

At the June 8, 2020, City Council meeting, five applications were considered to fill three seats to LAXAAC during the annual appointment process. A sixth application from current representative John Wahlert was received after the agenda was posted. Kevin Klowden and Luciano Nocera, who have served for several years, were reappointed for calendar year January 1- December 31, 2021. City

Council appointed Lila Swenson to the third position. Ms. Swenson contacted staff to explain that she had inadvertently selected LAXAAC on the application but had meant to reapply to the Fiesta la Ballona Committee, on which she would like to remain through her term ending on October 31, 2020. At the meeting on July 13, 2020, City Council rescinded the appointment of Lila Swenson to LAXAAC and directed staff to come back to Council with a report containing the applications (attached) from the remaining applicants: John Wahlert, and Taria Lewis. The third applicant has indicated that he is moving out of Culver City. They have been contacted and remain interested in the position.

#### Disability Advisory Committee (DAC)

Two members of the 9-member DAC resigned since City Council made the annual appointments in June 2020. John Hasegawa, a DAC Member since February 2015, retired in August 2020 from Seat #3, and Michelle Christie resigned in July 2020 from Seat #4. Seat #3 has a term through June 30, 2023, and Seat #4 through June 30, 2024.

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

1. Consider a pool of recent, previous applicants: Consider the entire 2020 pool of eligible prior applicants from all bodies (**broad pool**) or a targeted pool. If either of these options are selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for a vacant DAC position. Staff would return to the City Council with an item to consider appointments at an upcoming Regular Meeting.
2. Hold a special application period: Direct the City Clerk to advertise for the vacancy. Staff would return to the City Council with an item to consider appointments at an upcoming Regular Meeting.
3. Defer to the March 2021 annual process: Defer until the annual process, which begins in March 2021 with appointments in June 2021, allowing new City Council Members to be included in the decision.

#### General Plan Advisory Committee (GPAC)

*Eligibility Requirements*: A GPAC Member recently moved out of Culver City. Staff requests direction from the City Council on whether GPAC Members must be residents, and whether they must forfeit their seat if they are no longer a resident. The City's existing guidance on this matter is as follows:

- Culver City Municipal Code Chapter 3.03: Requires commissioners to be residents and forfeit their seat if they cease to be a resident but is silent on committee members' eligibility requirements.
- City Council Policy on City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards: Is silent on all CBC members' eligibility requirements.
- GPAC Bylaws: Are silent on GPAC Members' eligibility requirements.

*Future and Current Vacancies*: Sierra Smith recently resigned from the GPAC. Rather than having terms, GPAC Members serve until the City Council discharges or disbands the GPAC or until an individual member resigns or is removed. As new Council Members will be elected as of December

2020, staff requests direction from the City Council on how and when this vacancy should be handled. City Council's direction will also be applied for handling any future vacancies. Sierra Smith provided staff with a recommendation for someone interested in the position, who will be contacted once direction is provided.

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

1. Consider a broad pool of recent, previous applicants: Consider the entire 2020 broad pool of eligible prior applicants from all bodies. Consideration of a targeted pool is not applicable as the two applicants who submitted interest in the GPAC were appointed (David Metzler to the GPAC and Travis Morgan to the Bicycle and Pedestrian Advisory Committee (BPAC)). If this option is selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for the vacant GPAC position. Staff would return to the City Council with an item to consider the appointment at an upcoming Regular Meeting.
2. Hold a special application period: Direct the City Clerk to advertise for the vacancy. Staff would return to the City Council with an item to consider the appointment at an upcoming Regular Meeting.
3. City Council Member appoints: Allow Council Member Lee to appoint a replacement. Sierra Smith was one of the three GPAC Members Council Member Lee originally appointed in June 2018. The first time a member resigned (Manjit Asrani), David Metzler was appointed by City Council to fill the vacancy during the annual process. Former Council Member Jeffrey Cooper, who had appointed Manjit Asrani, was no longer on the City Council, so he would not have been able to appoint a replacement.
4. Defer to the March 2021 annual process: Defer until the annual process, which begins in March 2021 with appointments in June 2021, allowing new City Council Members to be included in the decision.
5. Allow for attrition: The GPAC Bylaws state that, *"If a vacancy occurs, the City Council may, but shall not be required, to appoint a qualified replacement for the remainder of the term for that seat."* The City Council may choose to leave the seat vacant.

## **FISCAL ANALYSIS**

There is a potential advertising cost of approximately \$900, if the City Council directs the City Clerk to advertise for the vacancy(ies). This amount will be paid from the FY 2020/2021 Budget in Account #10122300.517300.

## **ATTACHMENT**

1. LAXAAC Applications

## **MOTION**

That the City Council:

1. Appoint \_\_\_\_\_ to the LAX Area Advisory Committee (LAXAAC) for a term from January-December 2021;
2. Provide direction to the City Clerk related to two vacancies on the Disability Advisory Committee (DAC); and
3. Provide direction to the City Clerk related to eligibility requirements and future vacancies of, and one current vacancy on, the General Plan Advisory Committee (GPAC).