



# City of Culver City

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## Staff Report

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**File #:** 21-578, **Version:** 1

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**CC - (1) Direction to the City Clerk Related to Vacancies on the General Plan Advisory Committee (GPAC), Civil Service Commission (CSC) and Parks Recreation and Community Services Commission (PRCSC); and (2) Appointment to Fill the Labor Representative Vacancy on the Equity and Human Relations Advisory Committee (EHRAC).**

**Meeting Date:** January 11, 2021

**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 (01/06/2021)

**Department Approval:** Serena Wright-Black, Assistant City Manager (01/04/2021)

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### **RECOMMENDATION**

Staff recommends the City Council (1) provide direction to the City Clerk related to vacancies on the General Plan Advisory Committee (GPAC), Civil Service Commission (CSC) and Parks Recreation and Community Services Commission (PRCSC); and (2) make an appointment to fill the Labor Representative vacancy on the Equity and Human Relations Advisory Committee (EHRAC).

### **BACKGROUND/DISCUSSION**

#### **Direction on Vacancies:**

At the General Municipal Election on November 3, 2020, Albert Vera and Yasmine Imani-McMorrin were elected to City Council and Paula Amezola was elected to the CCUSD Board. This has caused vacancies on the CSC, GPAC and PRCSC, respectively.

### General Plan Advisory Committee (GPAC)

Council Member McMorris's election to the City Council has created a vacancy on 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 City Council removes. The City Council may wish to consider one of the following options to address the vacancy:

1. *City Council Member recommendation:* Allow Mayor Fisch or Council Member McMorris to recommend a replacement. Council Member McMorris was one of the three GPAC Members Mayor Fisch appointed in June 2018. The first time a member resigned (Manjit Asrani), City Council appointed David Metzler 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 could not have appointed a replacement. The second time a member resigned (Sierra Smith), Council Member Lee recommended, and City Council appointed, Dominique DjeDje, whom Sierra Smith had suggested. Staff would return to the City Council with an item to consider the appointment at an upcoming Regular Meeting.
2. *Consider the 2020 broad pool:* Consider the entire 2020 broad pool of eligible applicants from all bodies. Consideration of a targeted pool is not applicable as the two applicants who submitted interest in the GPAC have already been 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 who of the 20-25 eligible applicants are interested 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.
3. *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.
4. *Defer to the annual process:* Defer until the annual process, which begins in March 2021 with appointments in June 2021.
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. The GPAC body currently consists of 21 members.

### Civil Service Commission

Council Member Vera's election to the City Council has created a vacancy on the Civil Service Commission. Council Member Vera had completed his first term and had been reappointed to Seat #3 for a four-year term this past June, which would have ended in June 2024.

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

1. *Consider the 2020 broad pool:* Consider the entire 2020 pool of approximately 20-25 eligible prior applicants from all bodies (broad pool): Please note that a targeted pool is not applicable as Daniel Behrendt and Julie Zatz, who were the only other two applicants for the Civil Service position, were appointed to other positions. If the broad pool is selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for a vacant CSC 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 annual process:* Defer until the annual process, which begins in March 2021 with appointments in June 2021.

#### Parks, Recreation & Community Services (PRCS) Commission

On November 19, 2020, PRCS Commission Chair Paula Amezola informed the City Council of the City of Culver City that she has been elected to the Culver City Unified School District's Governing Board. Due to conflicting meeting days and times, she submitted her resignation from the PRCS Commission, effective December 2, 2020. Her term on Seat #5 began in July 2017 and was to end this June 2021.

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

1. *Consider the 2020 broad pool:* Consider the entire 2020 pool of approximately 20-25 eligible prior applicants from all bodies (broad pool): Please note that a targeted pool is not applicable as the only PRCS applicant, incumbent William Rickards, was reappointed to Seat #1. If the entire pool is selected, the City Clerk's Office would confirm eligible applicants' interest in being considered for a vacant CSC 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 annual process:* Defer until the annual process, which begins in March 2021 with appointments in June 2021.

#### **Appointment of Labor Representative on the Equity and Human Relations Advisory Committee (EHRAC)**

At the October 26, 2020 City Council Meeting, staff was directed to recruit for the labor representative of the EHRAC. Staff sent out several emails to employees to inform them of the opening and to invite them to submit an application for appointment. At the end of the recruitment period, there was one

application submitted by Anissa Di Vincente (Attachment 1.)

Staff recommends the City Council consider Ms. Di Vincente's application for appointment to the labor representative seat on the EHRAC.

### **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. Application for Labor Representative seat on the EHRAC

### **MOTION**

That the City Council:

1. Provide direction to the City Clerk related to one vacancy each on the General Plan Advisory Committee (GPAC), the Civil Services Commission (CSC) and the Parks, Recreation, and Community Services Commission (PRCSC); and
2. Appoint Anissa Di Vincente to the Labor Position of the Equity and Human Relations Advisory Committee (EHRAC) or provide other direction to the City Clerk as deemed appropriate.