

CITY OF LOS ANGELES  
CALIFORNIA

JUNE LAGMAY  
City Clerk

HOLLY L. WOLCOTT  
Executive Officer



ANTONIO R. VILLARAIGOSA  
MAYOR

Office of the  
CITY CLERK

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SHANNON HOPPES  
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When making inquiries relative to  
this matter, please refer to the  
Council File No. 13-0313

April 12, 2013

Ms. Allyne Winderman:


**RE: APPOINTMENT TO THE RENT ADJUSTMENT COMMISSION**

The Office of the City Clerk has received the Mayor's letter appointing you to the Rent Adjustment Commission of the City of Los Angeles. In order to expedite Council confirmation of your appointment, please do the following:

1. Complete and file the required documents (if you have not already done so) with the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, CA 90012. Telephone (213) 978-1960.
2. Complete the required fingerprinting and background check (if you have not already done so) with the Personnel Department located at 700 E. Temple Street, Rm. 325, Los Angeles, CA 90012. Telephone (213) 473-9343.
3. **Attend the Housing, Community and Economic Development (HCED) Committee meeting on Wednesday, April 17, 2013 at 8:30 a.m.** in City Hall, Room 1010.
4. **Attend the City Council meeting on Wednesday, April 17, 2013 at 10:00 a.m.** in City Hall, Room 340, John Ferraro Council Chambers.
5. Please be prepared to answer questions during Committee and Council consideration, including, but not limited to: your qualifications as they relate to this appointment, any potential conflicts (or perceived conflicts of interest) by you serving on this Board or Commission, and your understanding of the department to which your Board or Commission is assigned and the issues it faces. Attached for your review is the City Council Policy on Commission Appointments.

For parking location and arrangements, you may contact the Mayor's Commission Appointment Coordinator at (213) 978-0600.

Please contact me if you have any questions or if I can provide any additional information.

  
RICHARD E. WILLIAMS  
Legislative Assistant, Housing Community and Economic Development Committee  
(213) 978-1071  
[richard.williams@lacity.org](mailto:richard.williams@lacity.org)

Attachment

13-0313 \_commission appt ltr

CITY COUNCIL  
POLICY ON COMMISSION APPOINTMENTS  
Adopted, February 2006

The strength of this City lies in its diversity. The City benefits from a mix of different cultures and ethnic groups. The City's population includes both old and young, rich and poor, and everyone in between. Our concerns are those typical to a large metropolitan area. Only by tapping into the depth and variety of our City's population can we ensure our government will be truly representative, promoting and protecting the interests of all those who live and work in our municipality.

The City Council is committed to the goal of helping create a commission system with a membership reflective of the City's diversity, while striving always to ensure that departments have the benefit of qualified, talented, energetic, and committed commissioners.

In order to promote these goals, the City Council will be guided in its consideration of appointees to City commissions by the following:

1. Council should be mindful of Charter Section 501(e), which states: "Unless otherwise provided in the Charter, the Mayor, Council or other appointing authority shall strive to make his or her overall appointments to appointed boards, commissions or advisory bodies established by the Charter or ordinance reflect the diversity of the City, including, but not limited to, communities of interest, neighborhoods, ethnicity, race, gender, age and sexual orientation."
2. Council should strive to promote geographic balance and equal representation on commissions from all areas of the City. A reasonable goal would be to have no Council district with fewer than 5% nor more than 10% of the commissioners.
3. Council should strive to promote the selection of commissioners who are committed to promoting the best interests of the City. While acknowledging that reasonable people can differ on issues, the City should strive to appoint commissioners who support policies and practices that are consistent with those established by the City.
4. Council should strive to promote the selection of commissioners who have evidenced a commitment to the highest standards of ethics in their personal and business activities.
5. Council should strive to ensure that appointees possess the basic education, training and experience necessary for service as a City commissioner.
6. In considering reappointments of commissioners, Council should review any record of attendance during previous commission service in order to determine whether the appointee possesses the level of commitment expected of a City commissioner.
7. In considering appointments to commissions which oversee departments with a Citywide focus, because of the nature of the services provided and/or the facilities

maintained by the department, Council should place a special emphasis on Citywide representation. A reasonable goal would be to have no more than one member from any single Council district or distinct community of the City on such a commission.

8. In considering appointments to commissions which oversee departments with major facilities concentrated in one or more locations, and which therefore have a disproportionate impact on those surrounding communities, Council should strive to include at least one representative from the impacted community. An impacted community should be defined as the areas immediately adjacent to the facility rather than simply the general area or the Council district in which the facility is located.
9. Council should take into consideration whether the work of the commission will benefit from members who have experience or background specific to areas with which the commission must deal on a regular basis.
10. In considering appointments to commissions which must deal with relatively technical issues, Council should take into account whether the appointee possesses specific expertise, education and experience related to those issues.
11. In considering appointments to commissions with responsibilities that include areas of special interest to and impact on children, young people, seniors and the disabled, Council should strive to include members who can represent those interests effectively.
12. Commissions whose decisions often have economic consequences for City residents, (e.g., the setting of utility rates, homeless issues) should have a membership which reflects the economic diversity of the City in order to ensure that the potential impact of decisions on people in differing economic situations will be considered.
13. Council and appointees should be mindful of financial interests that may raise potential conflict of interest issues under state law (e.g., the appointee's investments, business positions, sources of income and gifts, real property interests, and personal finances).
14. Council and appointees should be mindful of the types of outside interests of an appointee or his/her spouse that may raise potential conflict of interest issues under City Charter Section 222. Examples of such interests include: board memberships or leadership positions with non-profit organizations (including community-based organizations, business or trade associations, homeowners associations, unions and others), memberships on other governmental boards, clients and other business relationships, and participation as a party in a lawsuit against the City. This is not a comprehensive list, however, and the City Attorney's determination under Charter Section 222 necessarily requires a case-specific analysis taking into account the relationship between the commissioner, the outside interest and the specific matter before the commission.