



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: January 11, 2011
To: Honorable Mayor & City Council
From: Byron Pope, CMC
City Clerk
Subject: Request from Councilmember Krasne to Discuss the Current
Policy on Residency for Board and Commission Appointments
Attachment: 1. Copy of Page 31 from City Council Policy Manual

INTRODUCTION

Councilmember Krasne has requested a Council discussion regarding residency requirements for Beverly Hills Board and Commission appointments.

DISCUSSION

The current policy allows for non-residents to be on Boards and Commissions for a specific discipline required position (IE. Architectural Commission, Design Review Commission, Human Relations Commission).

RECOMMENDATION

After the Council discussion on this matter, staff will seek direction from the City Council on the residency requirement for Board and Commission appointments.

Byron Pope
Approved By

Attachment 1

One Month in Advance (Appointment Period):

- Commission appointment is placed on Council formal agenda
- Commission Chair and Vice Chair invited to attend the City Council meeting.
- Nomination and vote takes place.
- City Clerk prepares resolution for adoption at the first meeting following the vote appointing member to the commission.
- City Clerk prepares certificate of appointment and schedules newly-appointed commissioner to attend the next, or a future, Council meeting to receive certificate.
- Candidates may call the City Clerk's Office on the packet Friday when an appointment is scheduled for the following Tuesday Informal Meeting.
- Candidates will be sent letters the next day following City Council recommendation.
- All applicants are strongly encouraged to attend commission meetings prior to the interviews.
- Newly-appointed commissioner attends commission meetings to observe prior to effective date of term.
- Any person appointed to a commission shall serve without compensation for service on such commission.

ELIGIBILITY REQUIREMENTS

Residency requirement: Applicant must be a resident of the City for a minimum of two years prior to filing an application. Note: residency requirement does not apply to certain Architectural and Human Relations Commission positions. Applicant's residence must be such that it would entitle them to register to vote in Beverly Hills Municipal elections. Applicants are not required to be registered voters.

COMMISSION TERMS

The following terms apply to each commissioner appointed:

Initial term of two years. At the discretion of the City Council, commissioners may be reappointed to a second term. Appointments to a second term shall be for four (4) years. The City Council may appoint any commission member or members to terms shorter or longer than those set forth in this subsection if the City Council determines that a shorter or longer term or terms are appropriate to stagger the terms of appointees so that the terms of all or a majority of members do not expire concurrently or inappropriately close in time.

The process for a reappointment to additional four year term is as follows:

- City Clerk requests confirmation letter from commissioners eligible for reappointment six months in advance.
- Liaison department provides City Clerk with attendance and voting recusal record of commissioner seeking reappointment.
- City Clerk notifies City Council liaisons and the Department Head of those commissioners requesting reappointment and provides attendance and voting recusal records.
- Department Head coordinates the interview for the re-appointee with the City Council Liaisons.
- City Council Liaisons send recommendation to Department Head and City Clerk.
- Reappointment placed on Informal City Council Agenda