



## STAFF REPORT

**Meeting Date:** February 18, 2014  
**To:** Honorable Mayor & City Council  
**From:** Mahdi Aluzri, Assistant City Manager  
Michelle Tse, Senior Management Analyst  
**Subject:** Request by Mayor Mirisch for an Update on the Progress of the Ad Hoc Committee Work on the Commission Structure Review  
**Attachments:** 1. Draft Term Schedule  
2. Draft Ad Hoc Meeting Notes and Handouts

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### INTRODUCTION

Mayor Mirisch is requesting an update on the progress of the ad hoc committee's work relating to the commission structure review. Discussions by the ad hoc committee are still ongoing and work is still in progress. The ad hoc committee is suggesting the work be completed before the item is presented to the City Council in its entirety.

### DISCUSSION

Ad hoc committee members Councilmembers Gold and Krasne have met twice with staff to review and discuss a variety of topics relating to the commission structure.

The following is a list of items that are continued to be explored by the ad hoc committee and discussions are still ongoing:

- Review of Commission mission statements and charges
- Standardize meeting protocol, agenda reports, and promote transparency
- Options for addressing landlord-tenant relations
- Commissioner selection and removal process
- Commissioner re-appointments
- Commission size
- Commissioner training
- Chair rotation and terms

Meeting notes and handouts from past meetings are attached to this report. Preliminary discussions include the following:

- Commission chair rotation based on seniority.
- Commission will be reduced to five members by way of term-limit attrition
- Annual commission trainings.

- Assess feasibility of Commission appointments on a bi-annual schedule (January and July)
- Assess extending Commissioner terms to eight years.

The ad hoc has also directed staff to research options to address landlord-tenant relations and whether it would be appropriate to include that in the Human Relations Commission charge.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

The ad hoc committee will provide a complete recommendation to the City Council at a future date.

Mahdi Aluzri  
Approved By



# **Attachment 1**

**\*\*DRAFT\*\* Proposed Commissioner Term Schedule **\*\*DRAFT\*\*****

Name	Commission	First APPTD	Term EXP	Eligible for REAPPTMT	New EXP	Notes
Andrea Gardner Apatow	Architectural	1/19/2011	1/18/2017	No	7/1/2017	
Barry I. Bernstein (Vice Chair)	Architectural	9/16/2009	9/15/2015	No	1/1/2016	
Gidas Peteris	Architectural	10/17/2012	10/16/2014	Yes	1/1/2015	
James Blakeley III (Chair)	Architectural	2/17/2010	2/16/2016	No	7/1/2016	
Michelle Kaye	Architectural	11/21/2013	11/20/2015	Yes	1/1/2016	
Alissa Roston (Chair)	Charitable Solicitations	7/16/2008	7/15/2014	No	1/1/2015	
Karen Kay Platt	Charitable Solicitations	2/7/2013	2/6/2015	Yes	7/1/2015	
Lillian Raffel (Vice Chair)	Charitable Solicitations	7/16/2008	7/15/2014	No	1/1/2015	
Murray D. Fischer	Charitable Solicitations	6/20/2012	6/19/2014	Yes	7/1/2014	
Richard E. Schreiber	Charitable Solicitations	2/7/2013	2/6/2015	Yes	7/1/2015	
Lisa Greer	Cultural Heritage	3/7/2012	3/6/2014	Yes	7/1/2014	
Maralee Beck (Vice Chair)	Cultural Heritage	3/7/2012	3/6/2014	Yes	7/1/2014	
Noah Furie	Cultural Heritage	3/7/2012	3/6/2016	Yes	7/1/2016	
Rebecca Pynoos	Cultural Heritage	3/7/2012	3/6/2016	Yes	7/1/2016	
Richard Waldow (Chair)	Cultural Heritage	3/7/2012	3/6/2016	Yes	7/1/2016	
Arline Pepp	Design Review	11/4/2010	11/3/2016	No	1/1/2017	
Efi Hubschman	Design Review	1/4/2013	1/3/2015	Yes	7/1/2015	
Ilene Nathan (Chair)	Design Review	1/6/2011	1/5/2017	No	7/1/2017	
John Wyka (Vice Chair)	Design Review	5/15/2011	5/14/2017	No	7/1/2017	
Susan Strauss	Design Review	9/18/2007	10/14/2014	No	1/1/2015	
Alan Kaye	Fine Art	9/25/2013	9/24/2015	Yes	1/1/2016	
Brenda Potter	Fine Art	1/15/2009	2/18/2016	No	7/1/2016	
Fiona Chalom (Chair)	Fine Art	10/2/2007	10/16/2014	No	1/1/2015	
Sandra Pressman (Vice Chair)	Fine Art	12/18/2008	6/16/2015	No	7/1/2015	
Terri Smooke	Fine Art	9/20/2007	2/20/2014	No	N/A	
Carolyn Hiller	Fine Art	2/20/2014	2/19/2016	Yes	7/1/2016	Will replace Smooke

**\*\*DRAFT\*\* Proposed Commissioner Term Schedule **\*\*DRAFT\*\*****

Name	Commission	First APPTD	Term EXP	Eligible for REAPPTMT	New EXP	Notes
Josephine Axt-Mullins	Groundwater Mgmt	5/18/2010	5/17/2016	No	N/A	
Herbert Reston	Groundwater Mgmt	3/1/2006	2/29/2012*	No	N/A	
Arnold Epstein	Groundwater Mgmt	9/1/2008	8/31/2014	No	N/A	
Marvin Katz	Groundwater Mgmt	9/1/2008	8/31/2014	No	N/A	
Anthony Maggio	Groundwater Mgmt	5/18/2010	5/17/2016	No	N/A	
Myra B. Lurie	Health & Safety	11/20/2012	11/19/2014	Yes	1/1/2015	
Lisa Kay Schwartz	Health & Safety	11/20/2012	11/19/2014	Yes	1/1/2015	
Daniel Nazarian, DMD	Health & Safety	11/20/2013	11/19/2015	Yes	1/1/2016	
Stacia Kopeikin (Vice Chair)	Health & Safety	11/20/2007	11/19/2014	No	1/1/2015	
Myra Demeter	Health & Safety	11/20/2013	11/19/2015	Yes	1/1/2016	
Gail Millan (Chair)	Health & Safety	11/20/2007	11/19/2014	No	1/1/2015	
Gary B. Ross	Health & Safety	11/20/2013	11/19/2015	Yes	1/1/2016	
Ilona Sherman	Human Relations	4/10/2008	4/9/2014	No	7/1/2014	
Dr. Sharona R. Nazarian	Human Relations	1/17/2008	1/16/2014	No	7/1/2014	
Rochelle Ginsburg (Chair)	Human Relations	11/20/2008	11/19/2014	No	1/1/2015	
Barbara Linder	Human Relations	1/17/2008	1/16/2014	No	7/1/2014	
(Vacant)	Human Relations					
Craig Corman	Planning	3/1/2009	2/28/2015	No	7/1/2015	
Daniel Yukelson	Planning	3/1/2008	2/28/2014	No	7/1/2014	
Alan Robert Block	Planning	1/10/2013	1/9/2015	Yes	7/1/2015	
Brian Rosenstein (Chair)	Planning	12/18/2010	12/17/2016	No	1/1/2017	
Howard S. Fisher (Vice Chair)	Planning	12/20/2011	12/19/2017	No	1/1/2018	
Sandra Aronberg, MD	Public Works	11/13/2013	11/12/2015	Yes	1/1/2016	
Jeff Wolfe	Public Works	11/13/2013	11/12/2015	Yes	1/1/2016	
Barry D. Pressman, MD (Chair)	Public Works	4/14/2011	4/13/2017	No	7/1/2017	
Ron Shalowitz (Vice Chair)	Public Works	6/2/2011	6/1/2017	No	7/1/2017	

**\*\*DRAFT\*\* Proposed Commissioner Term Schedule \*\*DRAFT\*\***

Name	Commission	First APPTD	Term EXP	Eligible for REAPPTMT	New EXP	Notes
Steven L. Weinglass	Public Works	2/20/2008	2/19/2014	No	7/1/2014	
Frances Bilak	Recreation & Parks	6/11/2013	6/10/2015	Yes	7/1/2015	
Howard Rosoff (Vice Chair)	Recreation & Parks	5/26/2011	5/25/2017	No	7/1/2017	
Simone Friedman	Recreation & Parks	5/26/2011	5/25/2017	No	7/1/2017	
Susan Gersh	Recreation & Parks	11/23/2010	11/22/2016	No	1/1/2017	
Robert S. Anderson (Chair)	Recreation & Parks	11/23/2010	11/22/2016	No	1/1/2017	
Alan Grushcow	Traffic & Parking	9/9/2009	9/8/2015	No	1/1/2016	
Julie Steinberg	Traffic & Parking	1/7/2009	1/6/2015	No	7/1/2015	
Jeffery S. Levine	Traffic & Parking	4/16/2008	4/14/2014	No	7/1/2014	
Andy Licht (Chair)	Traffic & Parking	3/4/2010	3/3/2016	No	7/1/2016	
Lester Friedman	Traffic & Parking	2/3/2011	2/2/2017	No	7/1/2017	

Expiring Term Dates Summary:	7/1/2014	9
	1/1/2015	10
	7/1/2015	8
	1/1/2016	9
	7/1/2016	7
	1/1/2017	4
	7/1/2017	8
	1/1/2018	1
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- Observations/Questions:
1. For Commissioners that are eligible for re-appointment, terms will have to be extended to the following January or July, whichever comes first.
  2. Should a maximum number of Commissioners be maintained on any one Commission whose terms expire at the same time?

# **Attachment 2**



**Commission Structure Review Ad Hoc Committee**  
**Thursday, January 2, 2014**  
**Conference Room 4A**  
**2:30 PM**

**AGENDA**

- Ad Hoc Committee Check List
- Agenda questions
  - Committee Role and Structure
  - Involvement of former commissioners/mayors
- Survey Results and Matrix Overview
- Council Discussion and Direction
- Next Steps
  - Preliminary meetings calendar
  - Projects to be completed for upcoming meeting
- Adjournment

## Commission Structure Review Ad Hoc Meeting January 2, 2014 Meeting Recap

### A. Discussion Items Relating to Commission Charge, Consolidation and Mission Statement:

*Item not really discussed during this meeting.*

### B. Discussion Items Relating to Commissioner Selection and Removal:

- Questionnaire be reviewed and/or updated by Commission liaisons to include generic questions as well as Commission/topic specific questions relevant to the Commission.
- Based on proposed January and July Commissioner schedule, proposed recruitment schedule:
  - For January appointments – interviews and appointments confirmed by July of previous year to allow appointees to attend meetings six months prior to serving
  - For July appointments – interviews and appointments confirmed by January of previous year to allow appointees to attend meetings six months prior to serving
  - Training to coincide with recruitment process
- **Commissioner Selection Process:**
  - Liaison staff will not be involved with the selection process of new commissioners.
  - Spouses concurrently serving on the same commission not allowed.
  - Spouses consecutively serving on the same commission not allowed.
  - Discourage spouses serving concurrently on different Commissions; Council discretion on this matter
- **Re-appointments:**
  - If Commissioner does not accept re-appointment after first term, or completes second term, will have to wait one year before applying to join Commission.  
EXCEPTION: if a Planning Commissioner completes second term, he/she is eligible to apply within the 1 year period.
- **Commissioner Removal:**
  - At Council's discretion

### C. Discussion Items for Consideration Relating to Commission Training:

- Develop internal resource/guide on how to run Commission meetings (ex: former Commissioner may be a resource)
- Annual commission training as a collective group or coincide with the commission rotation twice a year.

### D. Discussion Items Relating to Commission Size:

- Keep a 5-member Commission
- Reduce Health & Safety Commission to 5 members (i.e. when Stacia and Gail complete term; both terms expire on 11/19/14 and both are not eligible for re-appointment)

**E. Discussion items Relating to Chair Rotation and Terms:**

***Chair Rotation:***

- Chair rotation based on seniority.

***Chair Terms:***

- Have consistent term rotation for all Chairs
- Expiration date of Commissioners scheduled between January or July
  - Transition schedule if switch to a January/July schedule:
    - Appointments to expire between months July through December of current year will be extended to January of following year.
    - Appointments to expire between January through June of current year will be extended to July of following year.
- Based on proposal, rotation of Chair to occur in January and July (twice a year). If Commissioner terms out, cannot serve as Chair for that year.
- Cannot serve as Chair or Vice Chair during first year of first term. However, can serve as Vice Chair during first year of second term.

***Commission Terms:***

- Expected to complete entire duration of their term (no intent to be punitive!)
- If relocate outside of City, Commissioner can serve minimum of 6 months; Council discretion on this item.
- Propose to increase term from 6 years (2 yrs during 1st term and 4 years during 2nd term) to 8 years (4 years each for 1st and 2nd term)
- Transition schedule if switch to a January/July schedule:
  - Appointments to expire between months July through December of current year will be extended to January of following year.
  - Appointments to expire between January through June of current year will be extended to July of following year.

**F. Discussion Items Relating to Agenda Preparation, Materials and Transparency:**

- Standard meeting agenda with public comment in the beginning and include consistency (pledge of allegiance, etc.)
- Standard posting requirements for all Commissions
- Report format and attachments should be sufficient to inform public (e.g. to include pros/cons, options, staff recommendations)

**G. Discussion Items Relating to Additional Feedback and/or Comments:**

*Temporarily hold off until Ad Hoc Committee formalizes a recommendation for review.*

**H. Other Discussion Items:**

- ***Groundwater Technical Committee:***
  - End groundwater appointments and invite them to participate with Public Works Commission but have no voting rights. Groundwater members can serve as advisory role.

- Amend ordinance so folks do not receive stipend. Groundwater committee members can vote only on groundwater issues. (Two members have 5/17/16 expiration terms and not eligible for re-appointment)
- ***Fine Art/Recs and Parks Commission:***
  - If fine art is to be placed at a park, then oversight of art placement and protection of artwork should be a joint effort of both the Fine Art Commission and Recreation & Parks Commission. If cannot resolve, then up to the City Council for determination.
  - Fine Art maintenance has to be included as part of overall artwork price. (Perhaps part of charge review)

**STAFF FOLLOW-UP ITEMS:**

- Staff recommendation(s) on how to address tenant/landlord issues and rent control for seniors
- Propose standardized meeting format and report templates to be used by all Commission meetings (public comment, etc)
- Review existing term dates and see how converting a January and July Commission schedule will look like
- Per ad hoc direction, proceed with drafting ordinance to amend municipal code regarding length of Chair term (Follow-up item with Public Works Services)
- Brainstorm discussion training topics for Commissioner training (i.e. who oversees it? Cost? And how should it be structured?)
- Commission application to be reviewed and/or updated by Commission liaison staff to include topic specific questions relevant to the Commission.

**Commission Structure Review – Ad Hoc Meeting**  
**January 30, 2014**  
**City Hall 4<sup>th</sup> Floor, Room B**  
**4:00 p.m.**

**AGENDA**

- Prior Meeting Recap
- Commissioner Proposed Term Schedule
- Commission Charges Overview/Mission Statements
- Tenant-Landlord Relations/Human Relations Charge
- Rotunda walkthrough
- Next Steps
  - Preliminary meeting calendar
  - Projects to be completed for next meeting
- Adjournment

# Commission Mission Statements and Charges

## ***ARCHITECTURAL COMMISSION***

### **Mission Statement (By Staff):**

The mission of the Architectural Commission is to review and approve the exterior design and detailing of multi-family and commercial development projects and signage in order to maintain and promote high-quality architecture and aesthetics within the City.

### **Commission Charge (Code):**

No building, structure, sign, wall, fence, or landscaping located in any zone other than a single-family (one-family) residential zone shall be erected, constructed, altered, or remodeled unless the elevations and plans for the exterior portions and areas and the interiors of mall areas, as defined in section 10-3-100 of this chapter, have first been reviewed and approved by the architectural commission, or by the council on appeal.

## ***CHARITABLE SOLICITATIONS COMMISSION***

### **Mission Statement (By Staff):**

It is the mission of the Charitable Solicitations Commission to review permit applications for charitable or religious solicitation purposes and recommend whether the City should grant or deny the permits.

### **Commission Charge (Code):**

The charitable solicitations commission shall perform the following functions:

Review applications for solicitation permits for charitable or religious solicitation purposes, and make recommendations thereon.

To perform such other functions and duties as designated by city council.

## ***CULTURAL HERITAGE COMMISSION***

### **Mission Statement (By Staff):**

The mission of the Cultural Heritage Commission is to celebrate and promote the community's cultural heritage by encouraging preservation through education, incentives, and the review and recommendation of properties for local landmark designation.

### **Commission Charge (Code):**

Unless otherwise specified herein, the duties of the cultural heritage commission shall be as follows:

A. Exercise the authority set forth in this article and as otherwise provided in this code;

## Commission Mission Statements and Charges

- B. Inspect, investigate, and recommend for designation by the city council landmarks and historic districts, and make any preliminary or supplemental determinations or conclusions in order to implement this article;
- C. Review a citywide survey of historic resources, which is periodically updated, and other surveys on a case by case basis, and recommend adoption of the survey conclusions by the city council;
- D. Compile or cause to be compiled and maintained a local register listing and describing all designated landmarks, historic districts, and contributing properties within the city;
- E. Compile or cause to be compiled and maintained a "list of local master architects" as defined by this article;
- F. Conduct studies and evaluations of applications or proposals seeking the designation of potential landmarks and historic districts, make determinations and recommendations as appropriate for consideration of such applications, and make any preliminary or supplemental determinations or conclusions, in order to implement this article;
- G. Develop designs for suitable signs, plaques, or other markers that may be placed, at private expense, on or near a designated landmark, historic district, or contributing property indicating that the resource has been designated as such;
- H. Review and approve applications for certificate of appropriateness and certificates of hardship, as applicable;
- I. Recommend, promulgate, and amend, from time to time, such rules and regulations as it may deem necessary to implement the purposes of this article;
- J. Assume the responsibilities and duties that may be assigned to the commission by the city under the certified local government provisions of the national historic preservation act of 1966, as amended, including, but not limited to, compliance with the national environmental protection act (NEPA) and the California environmental quality act with regard to historic resources;
- K. Review and make recommendations to the city council on Mills act contracts;
- L. Upon request, advise the city council, city departments, and city commissions on the significance of historic resources as defined by CEQA and recommend to the city council, city departments, and city commissions appropriate action in compliance with the city's adopted CEQA procedures;
- M. Provide recommendations to the city council regarding the utilization and promotion of incentives and grants from federal and state agencies, private groups, and individuals, and regarding budgetary appropriations to advance the preservation of historic resources in the city;
- N. Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to historic resources, and provide public participation in all aspects of the city's historic preservation program;

## Commission Mission Statements and Charges

- O. Coordinate with other local, county, state, and federal governments in the pursuit of the city's historic preservation goals;
- P. Upon request, review and make recommendations to the planning commission on zoning and general plan amendments related to preserving historic resources;
- Q. Develop a program to celebrate historic resources, and recognize outstanding maintenance, rehabilitation, and preservation of landmarks, historic districts, and contributing properties;
- R. Require that each commissioner attend at least one informational or educational meeting, seminar, workshop, or conference per year in accordance with the requirements of the certified local government program;
- S. Perform any other functions that may be designated by resolution or motion of the city council.

### ***DESIGN REVIEW COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Design Review Commission is to promote, review and approve single-family building design that complements the surrounding environment in order to maintain the city's character and high quality of life for all residents.

#### **Commission Charge (Code):**

The design review commission may approve, approve with conditions, or disapprove the issuance of a building permit in any matter subject to its jurisdiction after considering whether the proposed development complies with the following criteria:

- A. The proposed development's design exhibits an internally compatible design scheme;
- B. The proposed development's design appropriately minimizes the appearance of scale and mass and enhances the garden like quality of the city and appropriately maximizes the use of required open space within the proposed architectural style;
- C. The proposed development will enhance the appearance of the neighborhood;
- D. The proposed development is designed to balance the reasonable expectation of development for the owner with the reasonable expectation of privacy of neighbors; and
- E. The proposed development respects prevailing site design patterns, carefully analyzing the characteristics of the surrounding group of homes, and integrates appropriate features that will ensure harmony between old and new.

## Commission Mission Statements and Charges

### ***FINE ART COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Fine Art Commission is to acquire and/or accept fine art to promote the cultural image of the City of Beverly Hills, provide opportunities for exposure to and interaction with the visual arts, assure that a diversity of artists and works of art are provided for within the city's collection and ensure that the collection is accessible to all.

#### **Commission Charge (Code):**

The purpose of the fine art commission is to enhance the beauty of the city through fine art ornamentation, and the commission shall have the following powers and duties:

- A. Initiate and promote the purchase, donation or loan of fine art to the city.
- B. Confer with persons relative to donation or loan of fine art to the city for placement in public sites or public buildings to enhance the aesthetic appeal and beauty of such public sites or buildings.
- C. Investigate methods and procedures by which the city may obtain fine art, including, but not limited to, grants from federal, state or other governmental agencies or private organizations, and to inform city council of such opportunities.
- D. Advise city council of the artistic merit and value of paintings, sculptures and other articles of fine art offered to the city as donations or for purchase, or other proposed disposition.
- E. Advise the council regarding the positioning and display of articles of fine art acquired by the city.
- F. Formulate rules and regulations governing the criteria for determination of fine art.
- G. Perform the functions designated under title 3, chapter 1, article 8 of this code.
- H. Perform such other duties relating to procurement and display of fine art as designated by council.

### ***HEALTH AND SAFETY COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Health and Safety Commission provide recommendations to best maintain and promote the overall health and safety of the community.

#### **Commission Charge (Code):**

The health and safety commission shall strive to maintain and improve the overall health and safety of the community in accordance with its purposes and responsibilities.

- A. The commission shall have the following purposes and responsibilities:

## Commission Mission Statements and Charges

1. Promote, communicate, and broaden the community's opportunities for citizen participation on issues of public health, welfare, safety and comfort, mitigation of community safety risks and hazards, and disaster preparedness;
2. Provide a forum for members of the community to bring generalized concerns regarding public health, welfare, safety and comfort;
3. Aid in the development of strategies relating to disaster preparedness, disaster hazard mitigation, disaster management, and health and safety risk reduction;
4. Support the work of all city departments, the business sector, and the efforts of residents before, during and after a medical, natural or manmade disaster;
5. Assist in communicating the city's health, safety, and disaster preparedness messages to the community as well as educating the community more generally regarding these issues;
6. Strengthen ties with the community's disaster related stakeholders;
7. Assist with city sponsored activities and programs that promote public health, welfare, safety and comfort, mitigation of community safety risks and hazards, and disaster preparedness;
8. Select the annual citizen corp volunteer award recipient.

B. Notwithstanding any provision of subsections A and B of this section, the commission shall not be a department oversight commission, a police oversight commission, or a fire oversight commission. The commission shall not become involved with:

1. Police or fire response issues;
2. Issues that involve special technical expertise;
3. School safety issues;
4. Monitoring or overseeing any enforcement activities of any city department, including, but not limited to, enforcement of this code, enforcement of traffic laws, or enforcement of state criminal or civil laws.

### ***HUMAN RELATIONS COMMISSION***

#### **Mission Statement (By Staff):**

The human relations commission shall advise, recommend, assist and encourage activities and programs to be undertaken to promote positive human relations in all aspects of community life in Beverly Hills. The commission shall actively promote a just and equitable multicultural society; and will endeavor to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor. (from Code)

The mission of the Human Relations Commission is to actively work to establish our city as a model of a just and equitable society. The Commission recognizes and supports the benefits inherent in a diverse community, fosters understanding and acceptance of all its citizens and promotes civil discourse and conduct. (from staff)

#### **Commission Charge (Code):**

The purposes and responsibilities of the commission shall include:

## Commission Mission Statements and Charges

- A. Promoting the concepts of diversity, tolerance, and acceptance in the community;
- B. Conducting such studies and to hear such issues in any field of human relations in the community as will aid in effectuating the commission's general purpose;
- C. Inquiring into incidents of tension or conflict among or between various racial, religious or nationality groups, and encouraging action by means of conciliation, conference, and/or persuasion to alleviate such tensions and conflict;
- D. Conducting and/or recommending such educational programs as will increase good will throughout the community;
- E. Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution;
- F. Facilitating better communication and interpersonal relations within the city and between the city and members of the community and hearing and receiving oral and written communications, in an appropriate time and manner, from members of the public concerning any topic that relates to the relationships between members of the community or between the city or its staff and members of the community;
- G. Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of city employees with the public. The commission shall serve as one alternative to directing complaints to the city department involved in the complaint.
  - 1. The commission or its staff may communicate with complainants and city departments with regard to complaints received by the commission and may also arrange and facilitate communications directly between city departments and complainants;
  - 2. The commission or its staff may inquire about the status of a complaint received by the commission and the progress of the review of a complaint.

### ***PLANNING COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Planning Commission is to implement the General Plan through review of private development projects and their associated land use implications, and to provide guidance and recommendations to the City Council regarding land use and environmental review policies.

#### **Commission Charge (Code):**

The planning commission shall perform the following functions:

- A. Periodically review, and as necessary revise the general plan.
- B. Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.

## Commission Mission Statements and Charges

- C. Annually review the city's capital improvement program and the local public works projects of other local agencies for their consistency with the general plan.
- D. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally, concerning implementation of the general plan.
- E. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- F. Act as the advisor agency of the council in connection with the administration of the state map act.
- G. Act as the board of zoning adjustments and perform the functions and duties imposed by this code.
- H. Perform such other duties as may be imposed by law or directed by council.

### ***PUBLIC WORKS COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Public Works Commission is to review and advise on matters relating to the planning, evaluation, and outreach relating to environmental sustainability and the City's infrastructure, which includes water, waste water, storm drain systems, refuse management and street maintenance.

#### **Commission Charge (Code):**

The public works commission shall perform the following functions:

- A. Act as an advisory body to the city council on matters which relate to public works facilities, infrastructure and programs.
- B. Advise and make recommendations to the director of public services or other staff on the planning, evaluation and delivery of public works systems and programs. Such public works systems may include the city's water, wastewater, storm drain, street lighting, refuse management and other infrastructure systems. Traffic engineering associated with street and signalization systems shall be within the jurisdiction of the traffic and parking commission. The public works commission also shall act in an advisory capacity concerning public outreach programs relating to the above systems, including, but not limited to, water conservation, refuse recycling, graffiti removal, and other such programs.
- C. Provide recommendations on proposed utility rate structure changes.
- D. Advise the city council and staff regarding capital improvement program budgetary items relating to public works improvements.

## **Commission Mission Statements and Charges**

- E. Assist in communicating with the community concerning public works programs.
- F. Perform such other duties relating to public works matters as may be referred to it by the city council, the director of public services, or their representatives.

### ***RECREATION AND PARKS COMMISSION***

#### **Mission Statement (By Staff):**

The mission of the Recreation and Parks Commission is to evaluate and provide input on the effectiveness and diversity of the recreation services and facilities that are provided for the city's residents and program patrons. The Commission advises staff on capital improvements and facility enhancements and appropriate rules of use for the same. The Commission also provides recommendations regarding proposed user fees and other matters of importance as referred to it by City Council or staff.

#### **Commission Charge (Code):**

The recreation and parks commission shall perform the following functions:

- A. Act as an advisory body to the city council on matters which relate to recreation and parks programs and facilities, including, without limitation, the Greystone estate grounds and mansion.
- B. Advise and make recommendations to the director of recreation and parks, or his designee, on the planning, evaluation and delivery of recreation and parks programs and facilities including:
  - 1. Formulating general policies on use and delivery of recreation and park services;
  - 2. Evaluating the effectiveness of programs in relation to city council policy objectives;
  - 3. Assisting in communications with the community concerning recreation and parks programs.
- C. Advise the city council and staff regarding capital improvements and program projects for recreation and parks improvements.
- D. Provide recommendations on proposed user fees for use of recreation and parks facilities and programs.
- E. Perform such other duties relating to recreation and parks matters as may be referred to it by the city council, or the director of recreation and parks, or his representative.

### ***TRAFFIC AND PARKING COMMISSION***

#### **Mission Statement (By Staff):**

## Commission Mission Statements and Charges

The Traffic and Parking Commission advises on matters relating to transportation, traffic, and parking in order to improve overall traffic conditions in the city.

### Commission Charge (Code):

The traffic and parking commission shall perform the following functions:

- A. Act as an advisory agency to the council in all matters which relate to parking and traffic;
- B. Advise and counsel with the transportation/engineering official and the police chief as to ways and means to improve general traffic conditions in the city;
- C. Prepare and coordinate with the planning commission, and recommend to the council for adoption, a comprehensive long range plan relating to transportation, traffic, and off street and on street parking in the city;
- D. Perform such other duties relating to traffic and parking matters as may be referred to it by the council, other commissions, and the transportation/engineering official;
- E. Perform the functions and duties relative to traffic, parking, and public transportation vehicles as designated under title 7 of this code;
- F. Perform such other duties and functions as may be designated by council.