STAFF REPORT

Meeting Date: June 17, 2014

To: Honorable Mayor & City Council

From: Mahdi Aluzri, Assistant City Manager

Michelle Tse, Senior Management Analyst

Subject: Ad Hoc Commission Structure Review Recommendations

Attachments:

1. Proposed Commission Structure Recommendations
2. Proposed Charges for Select Commissions
3. Proposed Commissioner 8-Year Term Schedule
4. Draft Commissioner Manual

INTRODUCTION

At the December 17, 2013 City Council Priorities Session, the Council had expressed the need to evaluate the existing Commission structure. Vice Mayor Gold and Councilmember Krasne were appointed as the ad hoc committee to conduct the review and provide recommendations to the City Council. Three meetings have been held with staff to review and discuss a variety of topics relating to the commission structure. Detailed recommendations are included in the attachment.

DISCUSSION

The purpose of the review was to establish policies to better address issues relating to Commission structure, appointments, and charges. Based on discussions, the following is a summary of recommended changes as it relates to Commissions:

- Standardize meeting protocol, agenda, reports, and promote transparency.
- Commissioner training workshops shall be held bi-annually for appointees.
- Appointment of Commissioners shall be based on a bi-annual schedule (January and July).
- Commission size shall be maintained at five members and the Health & Safety Commission reduced to five members by way of term-limit attrition.
- A Commissioner's term shall be two four-year terms for a total of eight years instead of six.
- A Commissioner shall complete his/her existing term before applying to serve on a different Commission.
- Rotation of the Commission chair position shall be based on seniority.
- Rotation of the Commission chair position shall be consistent amongst all Commissions (i.e. January and July).

A complete listing of the ad hoc's recommendation is attached. In addition, the ad hoc committee is recommending that the following Commission charges and/or Commission organization be revised as follows:

- ***Charitable Solicitations Commission:*** expand charge to evaluate the fiscal health of non-profit organizations and recommend eligible organizations for Community Assistance Grant funding

- ***Human Relations Commission:*** expand charge to address tenant-landlord relations

- ***Architectural Review Commission:*** focus their charge on the review of conceptual design while maintaining the required review criteria

- **Design Review Commission:** focus their charge on the review of conceptual design while maintaining the required review criteria

- **Groundwater Technical Committee:** Reduce from five members to two members by attrition; shall serve in an advisory role to Public Works Commission on related matters; Committee members to no longer receive stipend.

Some of the recommendations, such as changes to the Commission charge and Groundwater Technical Committee, may require amendments to the City's Municipal Code. Staff will follow up with ordinances, as appropriate, based on City Council's direction.

A draft Commissioner handbook is also attached to this report. The handbook includes general information regarding the Commissioner's roles and functions, meeting procedures, and legal-related matters. The handbook will be updated based on City Council's direction and continue to be distributed to Commissioners; the handbook will also serve as a framework for the Commissioner trainings.

FISCAL IMPACT

None.

RECOMMENDATION

Staff is seeking City Council direction regarding the commission structure.

Jeff Kolin
Approved By

Attachment 1

Ad Hoc Commission Structure Committee Recommendations

A. Discussion Items Relating to <u>Commission Charge</u>:

- Re-evaluate and refine charges for both the **Architectural Commission** and **Design Review Commission** so that statements are reflective of Commission's purview and role, i.e. broaden scope to contextual review of projects.

- Evaluate charge for **Charitable Solicitations Commissions** and expand scope to include additional duties/projects.

- Expand **Human Relations Commission** charge to include Commission task of citizen complaints in general. Schedule Commission meetings in the late afternoon/early evening so individuals may attend. Landlord-tenant issues can be heard by this Commission.

B. Discussion Items Relating to <u>Commissioner Selection and Removal</u>:

- ***Application Process:***
    - 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 bi-annual January and July Commissioner schedule, proposed recruitment schedule will be as follows:
        - 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 same year to allow appointees to attend meetings six months prior to serving
    - Training to occur 6 months prior to Commissioner taking on term.
    - Training is mandatory. Part of the training component should include Commission-specific items/topics to familiarize new members with topics related to the Commission he/she will be serving.
    - Applicants may apply to only one (1) Commission per application cycle.
    - An existing Commissioner may not apply to join another Commission during their term, unless applying for the Planning Commission.

- ***Commissioner Selection Process:***
    - City staff will <u>not</u> be involved with the selection process of new commissioners, other than to provide administrative support.
    - Spouses <u>concurrently</u> serving on the same commission shall not be allowed.
    - Spouses <u>consecutively</u> serving on the same commission shall not be allowed.
    - Discourage spouses serving concurrently on different Commissions; Council discretion on this matter

- ***Commissioner Voluntary Resignations:***
    - If a Commissioner resigns based on a non-emergency need, he/she must wait one year before re-applying to serve on a Commission.
    - If a Commission resigns based on urgency, then Council liaisons may recommend a former Commissioner or a new applicant to fill vacancy. The appointment is subject to Council approval.

- ***Re-appointments:***
    - A Commissioner shall complete his/her term before applying to serve on a different Commission.
    - A Commissioner does <u>not</u> have to wait one year from completion of his/her current term to apply to the Planning Commission.

- **Commissioner Removal:**
    - At Council's discretion

C. Discussion Items for Consideration Relating to <u>Commissioner Training</u>:

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

D. Discussion Items Relating to <u>Commission Size</u>:

- Keep a 5-member Commission
- Reduce Health & Safety Commission to 5 members by attrition (i.e. two Commissioners have terms that expire on 11/19/14 and not eligible for re-appointment)

E. Discussion Items Relating to <u>Chair Rotation and Terms</u>:

Chair Rotation:

- Chair rotation based on seniority (i.e. based on date of appointment).

Chair Terms:

- Consistent term rotation for all Chairs (bi-annual schedule)
- Expiration date of Commissioners scheduled to be either January or July (bi-annual)
    - Transition schedule if switch to a January/July schedule:
        - Appointments that 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 same 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.
- Commissioner may decline to serve as Chair, but will be moved to "end of the list"

F. Discussion items Relating to <u>Commission Terms</u>:

- Expected to complete entire duration of their term (no intent to be punitive)
- If relocate outside of City for <u>non-emergency</u> reasons, Commissioner can serve maximum of 3 months; Council discretion on this item. Council to select interim Commissioner from former Commissioner pool until position can be filled permanently.
- Propose to increase term from 6 years (i.e. 2 years during the 1st term and 4 years during 2nd term) to 8 years (i.e. evaluation after 2nd year; serve 2 more years; and then re-appoint to serve 4 additional years). The evaluation will be completed by the Council liaisons and requires City Council concurrence for Commissioner to continue 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 that expire between January through June of current year will be extended to July of same year.

G. Discussion Items Relating to <u>Agenda Preparation, Materials and Transparency</u>:

- 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)

H. Other Discussion Items:

- ***Groundwater Technical Committee:***
    - Reduce Committee members from five to two members by attrition.
    - Committee members may include both residents and non-residents. Residents are preferred but not required.
    - Groundwater members shall serve an advisory role to Public Works Commission on related matters.
    - Amend ordinance so that Committee members no longer receive stipend.

Attachment 2

AD HOC COMMISSION STRUCTURE COMMITTEE RECOMMENDATIONS

COMMISSION CHARGE CHANGES

Note: Red text highlights proposed changes

ARCHITECTURAL COMMISSION

Mission Statement (Proposed Modification By Staff): The mission of the Architectural Commission is to review and approve the exterior conceptual design of multi-family and commercial development projects, including signage, in order to maintain and promote high-quality architecture and aesthetics within the City.

Current Commission Charge (Municipal 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

No exterior portion or area of an existing building, structure, sign, wall, fence, or other improvement to real property, or the interior of any mall area, located in any zone other than a residential zone shall be painted, repainted, textured, or retextured unless the plans, colors, and textures for such work have been reviewed and approved by the architectural commission, or by the council on appeal.

Commission Charge (Proposed Modification By Staff):

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

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

B. Review and authorize the overall conceptual design of a proposed structure, landscaping, and signs, recognizing that minor design details will change when construction drawings are prepared and during field construction;

C. Focus greater attention to overall design themes and less to ornamental design features, hardware, balcony railings, and other secondary features;

D. Balance the desire for efficient application processing with the desire to ensure high quality architectural and landscape designs;

E. Develop educational material that aide project applicants in achieving high quality design standards and provide guidance to applicants;

F. Recommend and amend policies as it may deem necessary to implement the purposes of this article;

G. Participate in, promote, and conduct informational and educational programs pertaining to urban design in commercial and multi-family zones;

H. Develop a program to celebrate exemplary commercial and multi-family architecture, and landscape designs;

I. Perform any other functions that may be designated by resolution or motion of the City Council (ord. C-6961 section 1 (part), 1992). (Ord. 12-O-2617, eff. 2-24-2012).

10-3-3010: Criteria *(Please note the existing criteria will continue to be used)*

The architectural commission may approve, approve with conditions, or disapprove the issuance of a building permit in any matter subject to its jurisdiction after consideration of whether the following criteria are complied with:

A. The plan for the proposed building or structure is in conformity with good taste and good design and, in general, contributes to the image of Beverly Hills as a place of beauty, spaciousness, balance, taste, fitness, broad vistas, and high quality;

B. The plan for the proposed building or structure indicates the manner in which the structure is reasonably protected against external and internal noise, vibrations, and other factors which may tend to make the environment less desirable;

C. The proposed building or structure is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment to materially depreciate in appearance and value;

D. The proposed building or structure is in harmony with the proposed developments on land in the general area, with the general plan for Beverly Hills, and with any precise plans adopted pursuant to the general plan; and

E. The proposed development is in conformity with the standards of this code and other applicable laws insofar as the location and appearance of the buildings and structures are involved.

F. In addition to the foregoing criteria, in connection with any application to convert an existing residential apartment building determined by the planning commission to be a "character contributing building" in accordance with section 10-2-707 of this title, the architectural commission shall not approve a renovation to the exterior of a character contributing building unless it makes the following additional finding:

1. The proposed development is designed in a manner that protects and preserves those exterior elements of the building which the planning commission found contributed to the determination of the project as a "character contributing building" in accordance with section 10-2-707 of this title.

If the criteria set forth in this section are met, the application shall be approved. Conditions may be applied when the proposed building or structure does not comply with such criteria and shall be such as to bring such building or structure into conformity. If an application is disapproved, the architectural commission shall detail in its findings the criterion or criteria that are not met. The action taken by the architectural commission shall be reduced to writing and signed by the chairman, and a copy thereof shall be made available to the applicant upon request.

A decision or order of the architectural commission or the director of planning shall not become effective until the expiration of fourteen (14) calendar days after the date upon which a ruling of the architectural commission or the director of planning has been made.

Nothing required by this article shall be construed to supersede the requirements set forth in chapter 2, article 7 of this title regarding the conversion of the form of ownership of an existing rental apartment building that has been determined by the planning commission to be a "character contributing building" in accordance with section 10-2-707 of this title to a common interest development within the meaning and definitions of that article. (Ord. 1223, eff. 3-1-1966; amd. Ord. 74-O-1511, eff. 4-11-1974; Ord. 06-O-2497, eff. 4-6-2006)

DESIGN REVIEW COMMISSION

Mission Statement (Proposed Modification By Staff): The mission of the Design Review Commission is to promote, review, and approve single-family residential conceptual design that complements the surrounding environment in order to maintain the city's character and high quality of life for all residents.

Current Commission Charge (Municipal 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.

If the criteria set forth in this section are met, the application shall be approved. When the proposed development does not comply with the criteria set forth in this section, the reviewing authority may impose such conditions as it deems necessary to bring the proposed development into conformity with the provisions of this article. (Ord. 04-O-2444, eff. 5-21-2004)

Commission Charge (Proposed Modification By Staff):

Unless otherwise specified herein, the duties of the Design Review Commission shall be as follows:

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

B. Review and authorize the overall conceptual design of proposed single family residences in the Central Area of the City, recognizing that some minor design details will change when construction drawings are prepared and during field construction;

C. Balance the desire for efficient application processing with the desire to ensure high quality architectural and landscape designs;

D. Assist applicants in achieving their design objectives, recognize individual homeowner interests and allow for a diversity of designs, while ensuring overall compatibility to the neighborhood.

E. Focus greater attention to overall design themes and less to ornamental design features, hardware, balcony railings, and other secondary features;

F. Develop educational material that aide project applicants in achieving high quality design standards and provide guidance to applicants and homeowners;

G. Recommend and amend policies as it may deem necessary to implement the purposes of this article;

H. Participate in, promote, and conduct public informational and educational programs pertaining to single family urban design;

I. Develop a program to celebrate exemplary single family residences;

J. Perform any other functions that may be designated by resolution or motion of the City Council (ord. C-6961 section 1 (part), 1992). (Ord. 12-O-2617, eff. 2-24-2012).

10-3-4415: REQUIRED FINDINGS: *(Please note the existing criteria will continue to be used)*

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.

If the criteria set forth in this section are met, the application shall be approved. When the proposed development does not comply with the criteria set forth in this section, the reviewing authority may impose such conditions as it deems necessary to bring the proposed development into conformity with the provisions of this article. (Ord. 04-O-2444, eff. 5-21-2004)

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.

Current 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.

Proposed Expanded Scope (Proposed Modification by Staff): The Charitable Solicitations Commission (CSC) scope will be expanded to evaluate the fiscal health of non-profit organizations and recommend eligible organizations for Community Assistance Grant funding. The Human Relations Commission will review and recommend the funding allocation to the organizations based on service needs.

(Per confirmation from the City Attorney's office, the existing "catch-all" phrase in the commission charge would cover the proposed expanded Commission scope and would not require an ordinance amendment.)

HUMAN RELATIONS COMMISSION

Mission Statement (By Staff): 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.

Commission Charge (Municipal Code):

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.

The purposes and responsibilities of the commission shall include:

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, landlord-tenant relations, 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. (Ord. 00-O-2358, eff. 12-2-2000)

Tenant-Landlord Complaint Procedure (Proposed Framework by Staff):

(Please note the following outlines the framework of the tenant-landlord complaint procedure.)

The City of Beverly Hills Human Relations Commission (HRC) provides a public forum where tenants and landlords can address issues and resolve differences prior to pursuing mediation, requesting a formal hearing with the City of Beverly Hills or filing a civil suit. The HRC works to ensure that all tenants in the City of Beverly Hills know their rights as renters and are provided a public forum to express their concerns.

Renters can approach the HRC prior to engaging other city departments. They will be provided a landlord complaint form explaining options they might consider to address their specific issue. Alternatively, if the renter has already engaged the services of City of Beverly Hills Building and Safety Division, they may be referred to HRC if the issue is determined to have more complexities than can be addressed solely by provisions outlined in Title 4, Chapter 5 and 6 of the City's Municipal Code.

During the public discussion with the HRC, commissioners will assist the renter in determining the best course of action for their type of complaint. If a complaint relates to living conditions, the renter may be referred to City of Beverly Hills Code Enforcement Division or the Los Angeles County Health Department. If a complaint is in reference to a breach in contract, the recommendation may be to proceed with civil action. Some complaints stem from a misunderstanding of expectations that can be resolved through direct communication with both parties; in this scenario, a referral to mediation services will be offered. It is recommended tenants document all attempts to resolve issues with the landlord or property manager.

In order for the HRC to facilitate the process, the Commissioners will first need to understand and become familiarized with related codes, resources and tools that are available to tenants. Staff will work closely with the HRC to provide them with the information and training needed so that the Commission may serve as an effective public forum to hear and address tenant-landlord relations.

Attachment 3

Proposed Commissioner Term Schedule

		Current 6-year Term Schedule (2-4 Term)			Proposed 8-year Term Schedule with a January and July appointment schedule		
Name	Commission	First APPTD	Term EXP	No. Yrs in Current Term	Year 2 - Evaluation	Year 4 - Completion of 1st Term	Year 8 - Completion of 2nd Term
Andrea Gardner Apatow	Architectural	1/19/2011	1/18/2017	6	N/A	N/A	7/1/2019
Barry I. Bernstein	Architectural	9/16/2009	9/15/2015	6	N/A	N/A	1/1/2018
Gidas Peteris	Architectural	10/17/2012	10/16/2014	2	1/1/2015	1/1/2017	1/1/2021
James Blakeley III	Architectural	2/17/2010	2/16/2016	6	N/A	7/1/2014	7/1/2018
Michelle Kaye	Architectural	11/21/2013	11/20/2015	2	1/1/2016	1/1/2018	1/1/2022
Alissa Roston	Charitable Solicitations	7/16/2008	7/15/2014	6	N/A	N/A	7/31/2016
Karen Kay Platt	Charitable Solicitations	2/7/2013	2/6/2015	2	7/1/2015	7/1/2017	7/1/2021
Lillian Raffel	Charitable Solicitations	7/16/2008	7/15/2014	6	N/A	N/A	1/31/2017
Murray D. Fischer	Charitable Solicitations	6/20/2012	6/19/2014	2	7/1/2014	7/1/2016	7/1/2020
Richard E. Schreiber	Charitable Solicitations	2/7/2013	2/6/2015	2	7/1/2015	7/1/2017	7/1/2021
Lisa Greer	Cultural Heritage	3/7/2012	3/6/2014	2	7/1/2014	7/1/2016	7/1/2020
Maralee Beck	Cultural Heritage	3/7/2012	3/6/2014	2	7/1/2014	7/1/2016	7/1/2020
Noah Furie	Cultural Heritage	3/7/2012	3/6/2016	4	7/1/2014	7/1/2016	7/1/2020
Rebecca Pynoos	Cultural Heritage	3/7/2012	3/6/2016	4	7/1/2014	7/1/2016	7/1/2020
Richard Waldow	Cultural Heritage	3/7/2012	3/6/2016	4	7/1/2014	7/1/2016	7/1/2020
Arline Pepp	Design Review	11/4/2010	11/3/2016	6	N/A	N/A	1/1/2019
Efi Hubschman	Design Review	1/4/2013	1/3/2015	2	7/1/2015	7/1/2017	7/1/2021
Ilene Nathan	Design Review	1/6/2011	1/5/2017	6	N/A	7/1/2015	7/1/2019
John Wyka	Design Review	5/15/2011	5/14/2017	6	N/A	7/1/2015	7/1/2019
Susan Strauss	Design Review	9/18/2007	10/14/2014	6	N/A	N/A	1/1/2017
Alan Kaye	Fine Art	9/25/2013	9/24/2015	2	1/1/2016	1/1/2018	1/1/2022
Brenda Potter	Fine Art	1/15/2009	2/18/2016	6	N/A	N/A	7/1/2018
Fiona Chalom	Fine Art	10/2/2007	10/16/2014	6	N/A	N/A	1/1/2017
Sandra Pressman	Fine Art	12/18/2008	6/16/2015	6	N/A	N/A	7/1/2017
Carolyn Hiller	Fine Art	2/20/2014	2/19/2016	2	7/1/2016	7/1/2018	7/1/2022
Josephine Axt-Mullins	Groundwater Mgmt	5/18/2010	5/17/2016	6	N/A	7/1/2014	7/1/2018
Herbert Reston	Groundwater Mgmt	3/1/2006	2/29/2012*		(*recruitment ongoing	N/A	N/A
Arnold Epstein	Groundwater Mgmt	9/1/2008	8/31/2014	6	N/A	N/A	N/A
Marvin Katz	Groundwater Mgmt	9/1/2008	8/31/2014	6	N/A	N/A	N/A
Anthony Maggio	Groundwater Mgmt	5/18/2010	5/17/2016	6	N/A	7/1/2014	7/1/2018
Myra B. Lurie	Health & Safety	11/20/2012	11/19/2014	2	1/1/2015	1/1/2017	1/1/2021

Proposed Commissioner Term Schedule

		Current 6-year Term Schedule (2-4 Term)			Proposed 8-year Term Schedule with a January and July appointment schedule		
Name	Commission	First APPTD	Term EXP	No. Yrs in Current Term	Year 2 - Evaluation	Year 4 - Completion of 1st Term	Year 8 - Completion of 2nd Term
Lisa Kay Schwartz	Health & Safety	11/20/2012	11/19/2014	2	1/1/2015	1/1/2017	1/1/2021
Daniel Nazarian	Health & Safety	11/20/2013	11/19/2015	2	1/1/2016	1/1/2018	1/1/2022
Stacia Kopeikin	Health & Safety	11/20/2007	11/19/2014	6	N/A	N/A	1/1/2017
Myra Demeter	Health & Safety	11/20/2013	11/19/2015	2	1/1/2016	1/1/2018	1/1/2022
Gail Millan	Health & Safety	11/20/2007	11/19/2014	6	N/A	N/A	1/1/2017
Gary B. Ross	Health & Safety	11/20/2013	11/19/2015	2	1/1/2016	1/1/2018	1/1/2022
Ori Blumenfeld	Human Relations	5/15/2014	5/14/2016	2	7/1/2016	7/1/2018	7/1/2022
Karen Popovich Levyn	Human Relations	5/15/2014	5/14/2016	2	7/1/2016	7/1/2018	7/1/2022
Rochelle Ginsburg	Human Relations	11/20/2008	11/19/2014	6	N/A	N/A	1/1/2017
Jerald Friedman	Human Relations	5/15/2014	5/14/2016	2	7/1/2016	7/1/2018	7/1/2022
Sonia Berman	Human Relations	5/15/2014	5/14/2016	2	7/1/2016	7/1/2018	7/1/2022
Craig Corman	Planning	3/1/2009	2/28/2015	6	N/A	N/A	7/1/2017
Farshid Joe Shooshani	Planning	3/1/2014	2/28/2016	2	7/1/2016	7/1/2018	7/1/2022
Alan Robert Block	Planning	1/10/2013	1/9/2015	2	7/1/2015	7/1/2017	7/1/2021
Brian Rosenstein	Planning	12/18/2010	12/17/2016	6	N/A	1/1/2015	1/1/2019
Howard S. Fisher	Planning	12/20/2011	12/19/2017	6	N/A	1/1/2016	1/1/2020
Sandra Aronberg	Public Works	11/13/2013	11/12/2015	2	1/1/2016	1/1/2018	1/1/2022
Jeff Wolfe	Public Works	11/13/2013	11/12/2015	2	1/1/2016	1/1/2018	1/1/2022
Barry D. Pressman	Public Works	4/14/2011	4/13/2017	6	N/A	7/1/2015	7/1/2019
Ron Shalowitz	Public Works	6/2/2011	6/1/2017	6	N/A	7/1/2015	7/1/2019
Jerrold S. Felsenthal	Public Works	2/27/2014	2/26/2016	2	7/1/2016	7/1/2018	7/1/2022
Frances Bilak	Recreation & Parks	6/11/2013	6/10/2015	2	7/1/2015	7/1/2017	7/1/2021
Howard Rosoff	Recreation & Parks	5/26/2011	5/25/2017	6	N/A	7/1/2015	7/1/2019
Simone Friedman	Recreation & Parks	5/26/2011	5/25/2017	6	N/A	7/1/2015	7/1/2019
Susan Gersh	Recreation & Parks	11/23/2010	11/22/2016	6	N/A	1/1/2019	1/1/2021
Robert S. Anderson	Recreation & Parks	11/23/2010	11/22/2016	6	N/A	1/1/2019	1/1/2021
Alan Grushcow	Traffic & Parking	9/9/2009	9/8/2015	6	N/A	N/A	1/1/2018
Julie Steinberg	Traffic & Parking	1/7/2009	1/6/2015	6	N/A	N/A	N/A
Jacob Manaster	Traffic & Parking	5/1/2014	4/30/2016	2	7/1/2016	7/1/2018	7/1/2022
Andy Licht	Traffic & Parking	3/4/2010	3/3/2016	6	N/A	7/1/2014	7/1/2018
Lester Friedman	Traffic & Parking	2/3/2011	2/2/2017	6	N/A	7/1/2015	7/1/2019
David Siedel (replace J. Steinberg)	Traffic & Parking	1/7/2015	1/6/2017	2	7/1/2017	7/1/2019	7/1/2023

Attachment 4

CITY OF BEVERLY HILLS

COMMISSIONERS' HANDBOOK

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Welcome!

Congratulations on being appointed to an advisory board for the City of Beverly Hills. The City is proud of its longstanding tradition of citizen participation and extends a hearty welcome to all commission appointees. Your service as an advisory board member is vital to our democratic process and to the smooth operation of Beverly Hills municipal government. We look forward to working with you for the betterment of our community!

This handbook was designed to help you understand the more important aspects of being a City commissioner. Accepted practices are summarized for the sake of brevity, but you can always find more detailed information about any topic in the City Clerk's Office. The procedures outlined here should help to guide your actions as an advisory board member and to clarify both your expectations and those of the City.

City Profile

Whether you're a longtime resident of Beverly Hills or someone who has recently settled here, you can probably learn a few new things about your City. As a community representative, it's often beneficial to view current events from a historical perspective – and to be aware of the full range of services and programs the City provides. With that in mind, here's some information about Beverly Hills that may interest you.

A Short History

Long before the movie industry discovered Beverly Hills, the Native American Tongva knew the value of the area by its precious, bubbling springs near what is now Beverly Drive and Sunset Boulevard. The Tongva considered this a sacred site and named it the Gathering of the Waters, or, in Spanish, *El Rodeo de las Aguas*.

With the arrival of the Spaniards in 1769, the Tongva people and their peaceful way of life were destroyed, and the California *rancho* system was established. One of those *ranchos* belonged to Maria Rita Valdez de Villa, a widow and matriarch of a large family, whose adobe ranch house stood at the intersection of Sunset Boulevard and Alpine Drive. In 1854, she sold her cattle and horse ranch and relocated her family to the *pueblo* of Los Angeles.

During the next 50 years, the original *rancho* was put to a variety of uses, including a site for oil drilling, a sheep ranch and a lima bean farm, depending on who bought and sold the land. Finally, after enduring drought, the collapse of the land boom and a series of unproductive wells, the property gained new life

through the Rodeo Land and Water Company in 1906. Burton Green renamed it Beverly Hills after Beverly Farms, Massachusetts. The property was to be developed as a subdivision of large lots on curving tree-lined streets, complemented by the three-block Santa Monica Park.

In 1912, the Beverly Hills Hotel was built at the site of the Gathering of the Waters. Served by a small railroad, it became the center of community life. Still, settlement was slow. In 1914, land in the canyons was added to bring the population up to the 500 required for incorporation. Beverly Hills became a city on January 28, 1914.

The new City of Beverly Hills became synonymous with glamour as early as 1919, when actors Douglas Fairbanks and Mary Pickford took up residence in "Pickfair." A large migration of motion picture industry people attracted to the elegant lifestyle soon followed, including Gloria Swanson, Will Rogers, Charlie Chaplin, and John Barrymore.

Life in Beverly Hills accelerated in 1920 with the construction of a wooden racetrack that drew huge crowds. But in 1923, the very existence of Beverly Hills was threatened by annexation to the City of Los Angeles. However, Rogers, Pickford and others mobilized against the plan, and the vote failed. In 1925, the citizens voted to issue a bond to join with other cities to purchase a campus site for UCLA. It was also at this time that Rogers became the first and only honorary Mayor of Beverly Hills.

The City continued to grow. Police and fire departments were established, and the spectacular Regent Beverly Wilshire hotel and the Doheny family's Greystone Mansion were completed in the late 1920s. The first public library was established in 1929, and the distinctive City Hall was built in 1931. Post-World War II, Beverly Hills continued to develop as one of the most glamorous places in the world to live, work and play. The Golden Triangle, with Rodeo Drive at its center, was built and marketed to the world as a shopping and dining destination. However, the growth of the commerce in the city did not lessen the beauty and desirability of the residential area. By the end of the 1950s, few vacant lots remained.

The City of Beverly Hills has grown from a population of 550 to 34,980 in 2006. More than 200,000 people work here each day, and numerous major businesses are headquartered here. Even with its world-class profile, the City of Beverly Hills remains a small town at heart, proud of its residential neighborhoods, municipal services, fine schools, community involvement, and active churches and synagogues.

City Facts and Figures

- Incorporated: January 28, 1914
- Classification: General Law City
- Form of Government: Council-City Manager
- Location: Eight miles from downtown Los Angeles and six miles from the Pacific Ocean, bordered by the cities of West Hollywood and Los Angeles.
- Area: 5.7047 square miles
- Climate:
  - Average temperature: Max. 72° F, Min. 52° F
  - Annual average rainfall: 15"
- Elevation: 125' to 1500' above sea level
- Number of Full-Time Budgeted Positions: 728 (FY 2009-2010)
- Population: 35,983 (2008)
- Active Registered Voters: 20,902 (June 2010)
- Assessed Valuation:

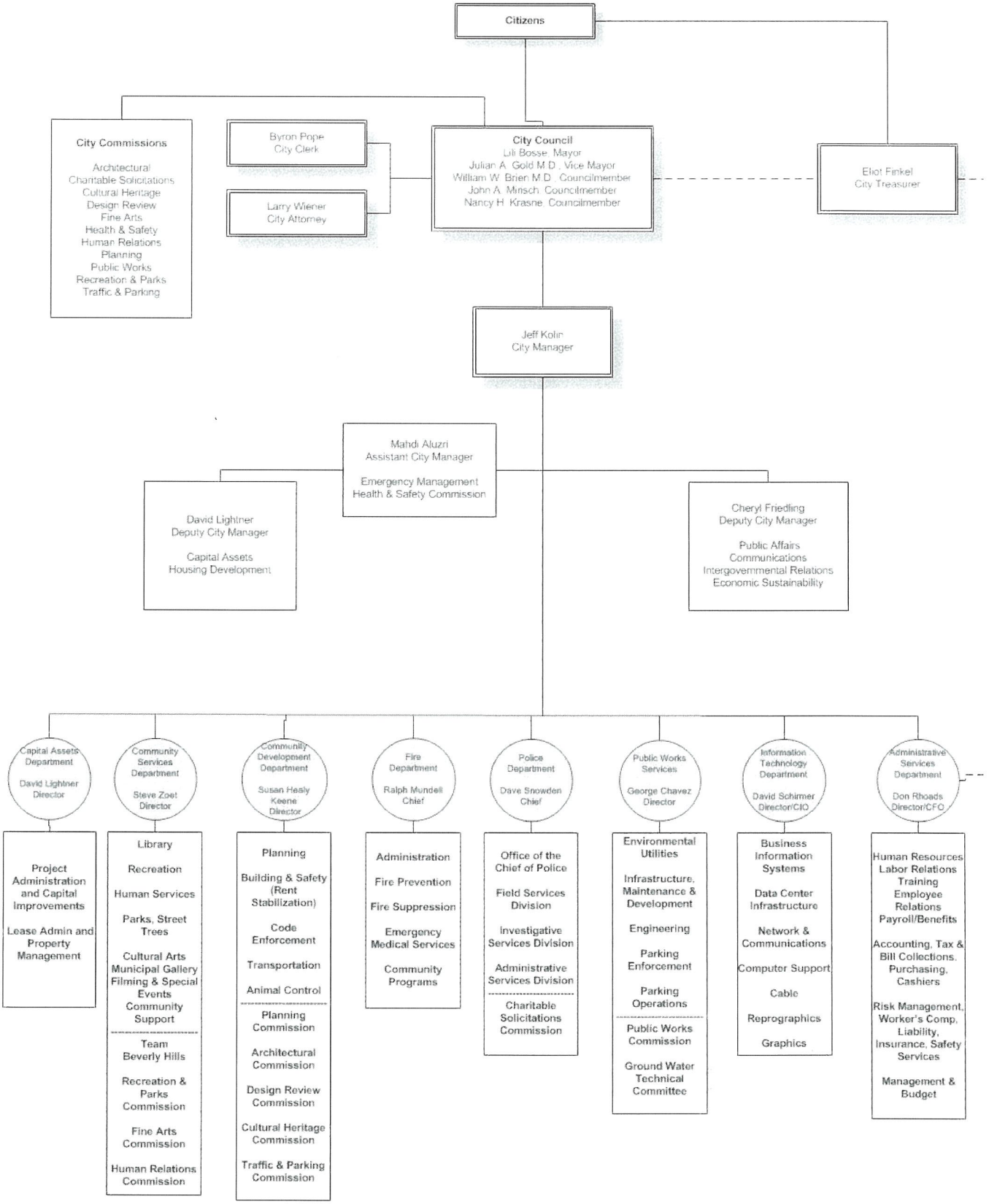
Fiscal Year	Net Assessed Property Value
2009	$20,345,883,228
2008	$18,198,106,528
2007	$16,655,311,354
2006	$15,355,303,287
2005	$14,080,381,095
2004	$13,160,633,790
2003	$12,417,968,390
2002	$11,840,284,956
2001	$10,940,039,077
2000	$10,139,388,000

City Buildings and Facilities

CITY HALL	455 N. Rexford Dr.
FIRE DEPARTMENT HEADQUARTERS	445 N. Rexford Dr.
POLICE DEPARTMENT	464 N. Rexford Dr.
FIELD OFFICES	
Building Maintenance	345 N. Foothill Rd.
Solid Waste Utility	345 N. Foothill Rd.
Fleet Services	331 N. Foothill Rd.
Electrical and Parking Meter Shop	345 N. Foothill Rd.
Vehicle Maintenance	9355 W. 3rd St.
Water Utility	345 N. Foothill Rd.
Wastewater Utility	345 N. Foothill Rd.
FIRE DEPARTMENT	
Headquarters Station	445 N. Rexford Dr.
Station No. 2	1100 Coldwater Canon Dr.
Station No. 3	180 S. Doheny Dr.
LIBRARY & COMMUNITY SERVICES	444 N. Rexford Dr.
Beverly Hills Public Library	444 N. Rexford Dr.
Roxbury Senior Adult Library	471 S. Roxbury Dr.
RECREATION FACILITIES	
La Cienega Park	8400 Gregory Way
La Cienega Tennis Center	325 S. La Cienega Blvd.
Roxbury Park	471 S. Roxbury Dr.
Roxbury Park Clubhouse	401 S. Roxbury Dr.
PARKS	
Coldwater Canon Park	1100 Coldwater Canon Dr.
Greystone Park	905 Loma Vista
Will Rogers Park	9650 Sunset Blvd.
Beverly Gardens Park	Along Santa Monica Blvd. from Doheny to Whittier
MINI-PARKS	
Maltz Park	9800 Sunset Blvd.
Oakhurst Mini Park	120 S. Oakhurst Dr.
Reeves Mini Park	125 S. Reeves Dr.
Rexford Mini Park	362 N. Rexford Dr.
Arnaz Mini Park	151 N. Arnaz Dr.
Hamel Mini Park	214 S. Hamel Dr.
Crescent Mini Park	Crescent Dr. (north of Wilshire)
GARDENS	
Beverly Canon Gardens	241 N. Canon Dr.

Beverly Hills Unified School District: (BHUSD) 255 South Lasky Drive

- The Beverly Hills Unified School District (BHUSD) is a separate entity with its own elected board, budget and staff.
  Total enrollment is approximately 5,168.
  - Beverly Hills High School. 241 Moreno Dr.
  - Beverly Vista School, 200 South Elm Dr.
  - El Rodeo School, 605 Whittier Dr.
  - Hawthorne School, 624 North Rexford Dr.
  - Horace Mann School, 8701 Charleville Blvd.


Citizens
City Commissions
Architectural
Charitable Solicitations
Cultural Heritage
Design Review
Fine Arts
Health & Safety
Human Relations
Planning
Public Works
Recreation & Parks
Traffic & Parking
Byron Pope
City Clerk
Larry Wiener
City Attorney
City Council
Lili Bosse, Mayor
Julian A. Gold M.D., Vice Mayor
William W. Brien M.D., Councilmember
John A. Mirisch, Councilmember
Nancy H. Krasne, Councilmember
Eliot Finkel
City Treasurer
Jeff Kolin
City Manager
Mahdi Aluzri
Assistant City Manager
Emergency Management
Health & Safety Commission
David Lightner
Deputy City Manager
Capital Assets
Housing Development
Cheryl Friedling
Deputy City Manager
Public Affairs
Communications
Intergovernmental Relations
Economic Sustainability
Capital Assets Department
David Lightner
Director
Project Administration and Capital Improvements
Lease Admin and Property Management
Community Services Department
Steve Zoet
Director
Library
Recreation
Human Services
Parks, Street Trees
Cultural Arts
Municipal Gallery
Filming & Special Events
Community Support
Team Beverly Hills
Recreation & Parks Commission
Fine Arts Commission
Human Relations Commission
Community Development Department
Susan Healy Keene
Director
Planning
Building & Safety (Rent Stabilization)
Code Enforcement
Transportation
Animal Control
Planning Commission
Architectural Commission
Design Review Commission
Cultural Heritage Commission
Traffic & Parking Commission
Fire Department
Ralph Mundell
Chief
Administration
Fire Prevention
Fire Suppression
Emergency Medical Services
Community Programs
Police Department
Dave Snowden
Chief
Office of the Chief of Police
Field Services Division
Investigative Services Division
Administrative Services Division
Charitable Solicitations Commission
Public Works Services
George Chavez
Director
Environmental Utilities
Infrastructure, Maintenance & Development
Engineering
Parking Enforcement
Parking Operations
Public Works Commission
Ground Water Technical Committee
Information Technology Department
David Schirmer
Director/CIO
Business Information Systems
Data Center Infrastructure
Network & Communications
Computer Support
Cable
Reprographics
Graphics
Administrative Services Department
Don Rhoads
Director/CFO
Human Resources
Labor Relations
Training
Employee Relations
Payroll/Benefits
Accounting, Tax & Bill Collections, Purchasing, Cashiers
Risk Management, Worker's Comp, Liability, Insurance, Safety Services
Management & Budget

Purpose of Citizen Advisory Bodies

Productive citizen boards, committees and commissions can provide the insights and energy essential for creating better communities. Members of these groups help bring about important decisions that can shape the future of the City, often using their impressive talents and expertise. As a City commissioner, you provide a critical link to the public, and help to ensure that City policies reflect community values.

With the exception of the Planning Commission, all City of Beverly Hills commissions are strictly advisory, meaning they submit recommendations to the City Council after sifting and analyzing data. The Council – which always makes the ultimate decision – may or may not approve a commission's recommendations. Nevertheless, each suggestion from a City commission aids in the process of wise decision-making.

In the City of Beverly Hills, advisory commissions are made up of thoughtful and concerned residents who dedicate many hours of service every year, without receiving compensation. They are among the most respected and appreciated volunteers in the community. Following are a few of the ways in which citizen commissions serve the democratic process in Beverly Hills:

- Hosting public meetings and conducting outreach to determine how the community feels about certain issues
- Recommending policies and procedures related to their respective fields to the City Council
- Serving as intermediary between the public, City staff and the City Council by providing information, explanations and support for different points of view

City of Beverly Hills Commissions

The Beverly Hills City Council has established 11 commissions, each with a specific focus and each charged with advising the Council on issues within the scope of their responsibility.

The City's Planning Commission and Board of Zoning Adjustments are both legislated by State law; the other boards exist as a result of formal City Council action. Here's a listing of official City commissions:

Architectural Commission

- Five members with staff support from the Community Development Department
- Approves the aesthetics of development in privately-owned commercial and multi-family residential areas of the City

- Advises on the preservation of historical and cultural landmarks, encroachments in commercial-adjacent public rights-of-way, and on City building projects
- Reviews landscape design, paint and other finishes, signs, and exterior building form; makes certain findings about the circumstances and merits of the design proposals prior to issuance of associated building permits
- Reviews specific departures from the sign code through a special procedure
- Presents Architectural Design Awards for outstanding completed commercial and multi-family projects

Charitable Solicitations Commission

- Five members, with staff support from the Police Department
- Reviews applications for charitable solicitations conducted within City limits

Cultural Heritage Commission

- Five members, with staff support from the Community Development Department
- Advises the City Council on cultural and historic preservation
- Oversees the City's Historic Preservation Program
- Advises the City Council on designation of local historic landmarks and districts, Mills Act Contracts
- Oversees Historic resource surveys, the City's inventory of potentially historic properties, and the City's Local Register of Historic Landmarks
- Maintains the City's Local List of Master Architects
- Acts as review panel for design or architectural projects when the project also requires review by the Cultural Heritage Commission
- Reviews and approves applications for Certificate of Appropriateness and Certificates of Hardship
- Develops suitable signs, plaques or other markers
- Designs and participates in educational and interpretive programs
- Develops a program to celebrate Historic Resources

Design Review Commission

- Five members with staff support from the Community Development Department
- Reviews proposed single-family residential development and its impact on the streetscape to maintain the character, image, beauty and reputation of the City's residential neighborhoods
- Considers certain modifications to residential development standards
- Presents Residential Design Awards for outstanding completed residential projects

Fine Art Commission

- Five members, with staff support from the Community Services Department
- Enhances the beauty of the City through the installation of public art
- Approves public art under the terms and conditions of the Public Art Ordinance and recommends funding for acquiring public art
- Initiates and promotes the purchase, donation or loan of fine art
- Advises on the artistic merit and value of paintings, sculpture and other articles of art offered to the City as donations, purchase or disposition for appropriate positioning and display
- Formulates rules and regulations governing the criteria for determination of fine art

Health and Safety Commission

- Seven members, with staff support from the Policy and Management Department; liaisons are provided from all departments and the school district
- Maintains and improves the overall health and safety of the community
- Broadens the community's opportunities for participation on issues of public health, welfare and safety
- Helps develop strategies relating to disaster preparedness, disaster hazard mitigation, disaster management, and health and safety risk reduction
- Supports the work of all City departments, the business sector and the efforts of residents before, during and after a medical, natural or man-made disaster
- Assists in communicating the City's health, safety and disaster preparedness messages to the community and with City-sponsored related activities and programs
- Provides a forum for members of the community to bring concerns regarding public health, welfare, safety and comfort

Human Relations Commission

- Five members, with staff support from the Community Services Department
- Advises, recommends, assists and encourages activities that promote positive human relations in all aspects of community life
- Actively promotes a just and equitable multi-cultural society
- Endeavors 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
- Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution
- Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of City employees with the public.

Planning Commission

- Five members, with staff support from the Community Development Department
- Legislated by State law, which establishes the areas over which the Commission has authority, either as a decision-making body or advisory to the City Council
- Recommends development of land use policies to the City Council
- Reviews capital improvement programs for conformance to the General Plan
- Advises the City Council on applications for changes to zoning regulations and the General Plan and is often the final authority on discretionary development applications and zoning variances, and for the environmental assessment of such applications, as prescribed by law
- Acts as review panel for state and federally mandated programs

Public Works Commission

- Five members, with staff support from the Public Works & Transportation Department
- Advises and makes recommendations on matters relating to public works facilities, infrastructure and programs
- Advises on the planning, evaluation and delivery of public works systems and programs, including water, wastewater, storm drain, streets, alleys, street lighting and refuse management
- Recommends utility rate structure changes
- Recommends public works capital improvement program budget items
- Conducts public outreach for such programs as water conservation, refuse recycling and graffiti removal

Recreation and Parks Commission

- Five members, with staff support from the Community Services Department
- Advises and makes recommendations on the planning, evaluation and delivery of recreation and parks programs and facilities, including the Greystone Estate grounds and mansion
- Formulates general policies on use and delivery of recreation and park services
- Evaluates the effectiveness of programs in relation to City Council policy objectives
- Conducts public outreach on recreation and parks programs
- Advises the City Council on capital improvements
- Recommends proposed user fees for facilities and programs

Traffic and Parking Commission

- Five members, with staff support from the Public Works & Transportation department
- Advises the Transportation/Engineering Official and the Police Chief on ways to improve general traffic conditions in the City
- Develops recommendations relating to transportation, traffic, and off-street and on-street parking in the City
- Advises on issues of valet and taxi operations

Relationships within City Government

Commissions and City Council

As a Beverly Hills commissioner, you can think of yourself as the eyes and ears of the City Council, for you play an important role in extending the reach of democracy into the community. However, your primary function is to *advise* the City Council (except for some actions taken by the Architectural, Design Review and Planning commissions). As a commissioner, you will examine relevant issues of concern, discussing them in depth at meetings where public input is encouraged.

Your group will then present the best possible recommendations to the City Council, understanding that the Council has the final say in all policy matters. At times, you may be asked by the City Council to revisit an issue and provide more information or direction, or to meet as a group with the Council for further study. Remember that the City Council has a broader area of concern and does not always follow commission recommendations.

The Mayor's Cabinet, comprised of the chair of each of the City's commissions, meets monthly to provide updates on current and forthcoming commission activities.

Commissions and City Staff

Generally, a City staff member is assigned to each commission, acting as a technical advisor to the group. The staff liaison attends commission meetings and provides administrative support and information. Commissioners may freely communicate with their staff liaison, but they have no authority to supervise or direct the work of City employees. Staff members report directly to the Beverly Hills City Manager.

Immediately following a commission meeting, the staff liaison prepares a synopsis of the meeting for the City Council, allowing the Council to keep current with the work being done by each of its commissions.

While staff liaisons will present all commission recommendations to the City Council, they will not advocate the group's position if it runs counter to City staff viewpoints. Traditionally, commission-staff relations in Beverly Hills have always been friendly and mutually respectful. However, if commissioners do have concerns about staff performance, they should be aired privately, with the staff member, Department Manager or the City Manager.

Relationships within the Community

Commissions and the Public

While commissions serve a vital function for the City Council, their ultimate responsibility is to the Beverly Hills community. Within their specific purviews, each commission examines ideas and programs to determine if they are not only economically feasible, but also beneficial to residents. In Beverly Hills, commissioners are encouraged to take the public pulse formally – at public meetings – and informally, chatting with friends, neighbors and other community members. After all, the City's "customers" are the residents, visitors and business owners who pay for City services.

Commissions and the Media

Advisory board members should be cautious in any dealings with the media. You should not speak on behalf of your group unless specifically authorized by a vote of that body. And, you should not speak on behalf of the City unless specifically asked to by the City Council or City Manager's Office. When talking to the media, make it very clear that you are speaking only for yourself (although you can state your membership on a City commission).

Commission members sometimes have divergent views, and it is not in the best interest of the group for individuals to use the press as a forum to promote their position. Productive group relations may best be fostered by deferring public comments to the commission chairperson, who can articulate the group's views, or simply declining to comment. It is particularly inappropriate to discuss items before they come up for commission review. On matters of City policy, don't speculate on Council action; it is best to refer media to the City's public information officer.

Member Responsibilities and Terms of Office

Throughout its history, the City of Beverly Hills has been blessed by hundreds of dedicated volunteers who have made enormous contributions to the community through their work on advisory boards. As a newly appointed commissioner, you have the potential and the opportunity to continue improving Beverly Hills' quality of life as you engage in genuine public service. Along with your appointment, however, comes a certain degree of responsibility. To be a successful and effective commission member, keep these actions in mind:

- Try to attend every meeting. There is a limit on the number of meetings you can miss before your board membership is revoked
- Demonstrate respect, kindness, consideration and courtesy to others; remember that it is not personal if you lose a debate
- Prepare in advance of meetings (e.g., read agenda packets carefully prior to the meeting) and be familiar with issues on the agenda
- Be respectful of other people's time. Stay focused and act efficiently during meetings
- Serve as a model of leadership and inspire public confidence in Beverly Hills government
- Act and speak with honesty and integrity
- Do not speak for the commission unless authorized
- Do not speak for the City unless authorized to do so by the City Council or City Manager's Office

Chair and Vice-Chair

Most commissions appoint a chairperson and a vice-chairperson from within their group. These officer appointments are conducted at a set time during the year and the terms are usually for one year. Many commissions rotate their chairperson, giving everyone an opportunity to serve; however, the willingness and availability of appointees to these positions should be taken into consideration, as chair and vice-chair duties usually require additional time commitments.

Role of the Chair

The chair's duties include the following:

- Preside at all official meetings of the commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council meetings to represent the commission as needed
- Solicit opinions from commissioners and protect new thoughts from being rejected prior to fair evaluation
- Keep the discussion focused on the issue

Role of the Vice-Chair

- The vice-chair's primary responsibility is to substitute for the chair as needed

Terms

Commissioners are appointed by the City Council for a two-year term, and may

be reappointed for four years at the discretion of the Council. In most cases, those applying for vacant seats must be residents of the City. Appointees must commit to regular attendance at commission meetings. Among the qualifications of a City commissioner are knowledge and experience in the board's area of interest, and a willingness to be objective and open-minded in seeking solutions.

When vacancies occur on any of the City's commissions, they are either scheduled or unscheduled. Scheduled vacancies happen when a current commissioner's term has expired. Unscheduled openings occur for any reason, other than the expiration of a term (i.e., illness, change of residency, extended business travel). Beginning with the notification period, it takes about six months to fill a vacant seat (a little less for an unscheduled opening).

An "oath of office" is required for all commissioners. This is a standard oath set forth in the California State Constitution and is required for all elected and appointed officials in California, as well as for all city employees.

The City of Beverly Hills has taken significant action to ensure its process of appointing commissioners is unbiased and that it results in the most qualified applicants being appointed to fill board vacancies.

Resigning or Removal from a Commission

If you need to resign your commission seat because of personal or professional circumstances, send a letter to the City Council – via the City Clerk – stating the effective date of the resignation, and as a matter of courtesy, notify the chair and the staff liaison.

Commissioners serve at the pleasure of the City Council and can be removed from office at any time by majority vote of the Council. Among reasons the Council may dismiss a commissioner are: excessive absence from meetings, falsely representing commission or Council business, unbecoming or illegal behavior, inappropriate or rude behavior to a City staff member, another commissioner or member of the public or inappropriate use of resources or funds.

Commissioners Roles and Responsibilities in a Disaster

Before a Disaster

- Prepare your home and develop a family disaster plan. To be adequately prepared for an emergency, you are encouraged to be self-sufficient for at least five to seven days
- Support ongoing community preparedness efforts such as the Citizen Corp programs, including CERT (Community Emergency Response Team training), NHW (Neighborhood Watch) and DCS (Disaster Communications System: Ham Operators)

During a Disaster

- Follow emergency information

After a Disaster

- As soon as possible, Commissioners will be fully briefed and advised where their services are needed most
- Commissioners should work initially with Department Staff. Once the Emergency Operations Center (EOC) is opened, Commissioners should work with the Liaison Officer to obtain information and to learn where their services are needed most
- Commissioners who have pre-assigned roles should report according to instructed, e.g., DCS, CERT, Hotline or pre-determined department responsibility

10 Tips for New Commissioners

While the following advice has been assembled for newly appointed City of Beverly Hills commissioners, many of these points also apply to veteran board members as well.

1. Understand the purpose of your commission; be clear on your role and responsibility
2. Attend meetings of the commission before applying for the position
3. As soon as you are appointed, regularly attend meetings (even before taking office) to become familiar with current issues under discussion
4. Read through minutes of previous meetings
5. Ask the staff liaison if there is background material that would be helpful for you to read and study
6. Become familiar with the basic rules of parliamentary procedure
7. Attend one or two City Council meetings to better understand how the role of the individual commission fits into the overall governance of the City
8. Be aware that as soon as you are appointed, you are subject to the Brown Act open meeting law
9. Bring an open mind to each meeting. You are representing an entire community, so it's important to put aside personal opinions and be open to new ideas, information and points of view
10. Demonstrate patience, show empathy and remain dignified under stress. Your behavior and attitudes are in the spotlight and should reflect the highest standards of the community

About Meetings

Regular

Most Beverly Hills commissions meet regularly once a month, with the exception of the Planning Commission, which meets more frequently. Regular meetings are held at the same time on designated dates, but additional meetings may be scheduled as needed. As is the case for all meetings, a quorum – that is, a majority of commissioners – is required to conduct business. If a quorum is not present, the meeting may be adjourned by the members who are there.

Each commission, with its staff liaison, provides for its own meetings, coordinating logistics and agenda posting with the City Clerk. The meetings must be publicly noticed, held in a public area within the City limits and be open to everyone. These requirements fulfill provisions of the Brown Act, which is the State of California's Public Meeting Act *(see Legal Matters).*

Adjourned

An adjourned meeting is one that continues the immediately preceding regular or special meeting. (The phrase should not be confused with the act of adjourning.) Advisory groups may adjourn any meeting to a stated time and place within the

City limits. Notice must be given of the adjournment, and a copy of the notice must be posted within 24 hours after the first meeting ends.

Special

If there is a pressing need to conduct City business that cannot wait until a commission's regularly scheduled meeting, a special meeting may be called. Written notice of the special meeting must be posted and delivered to each commission member at least 24 hours before the time of the meeting, and it must indicate the business to be discussed. Only the items included in the notice may be considered and acted upon at the special meeting.

Subcommittee

From time to time, commissions may form subcommittees to study issues in detail or when outside expertise is needed. All subcommittee work comes back to the full commission for review in a public meeting. Subcommittees may *not* be composed of a quorum of board members. Meetings for continuing or "standing" subcommittees are considered public meetings and must have posted agendas in order to comply with the Brown Act.

Televised

BH10, the City's cable channel, provides live coverage and taped replays of selected commission meetings.

Agendas and Minutes

An **agenda** outlines the topics or items of business that will be discussed and acted upon at each commission meeting. Agendas are usually prepared by the staff liaison, in consultation with the commission chair. In order to comply with the Brown Act, each agenda must be posted by the City Clerk's Office at least 72 hours before the meeting, in areas that are accessible to the general public. Also, by law, the agenda must include a spot during the meeting for public comments.

Minutes of all meetings are kept as an official record of proceedings and actions taken. They are available to the public and to the City Council, which may use the commission's minutes as background in making decisions. Corrections and changes to the minutes can be made only in public meetings with the approval of the advisory body and not by the private request of any person. The minutes of each commission meeting are recorded by either the staff liaison or a member of the group.

Minutes can be written in three different formats: ***action minutes*** reflect the motion, the person who made it and the second; ***summary*** minutes include the action plus a brief summary of the discussion; and ***detailed*** minutes incorporate actions plus a record of the entire discussion. In Beverly Hills, action minutes are most routinely prepared in the form of a synopsis, although various commissions also provide summary minutes.

Rules of Procedure

For the most part, Beverly Hills advisory bodies follow the same rules of procedure as the City Council, although a less formal, more modified approach to parliamentary procedure is appropriate at the commission level. Generally, a simplified version of governmental 'rules of order' allows commissioners to effectively conduct business without becoming bogged down in the technicalities of parliamentary law. Common courtesy also goes a long way in promoting productive, efficient meetings, where everyone has a chance to be heard in a cordial and respectful setting.

It is, however, still important to follow some form of parliamentary procedure during the course of a meeting. Besides providing a sense of order and a smooth flow to the meeting, such procedures:

- Promote cooperation and harmony so that people can work together more effectively to accomplish their goals
- Guarantee each individual an equal right to propose motions, speak, ask questions and vote
- Protect the rights of minority points of view and give the minority the same consideration and respect as those in the majority
- Encourage the full and free discussion of every motion presented
- Ensure that the meeting is fair and conducted in good faith

Some Basics

Voting Procedure

When present, all commissioners are expected to vote. The only time it is not appropriate to vote is when a commissioner has a conflict of interest. In that case, the commissioner should step down, leave the room and not participate in the discussion or vote on the item. *(See Legal Matters for more on conflicts of interest.)* A tie vote is equivalent to a vote that has failed. The chair may publicly explain the effect of the tie vote for the public.

Motions

A motion is the way that a group under parliamentary procedure conducts business. Here are the steps involved in making a simple motion:

1. The maker of the motion asks for recognition by the Chairperson.
2. After the individual is recognized, s/he starts the motion with, "I move …"
3. The Chair asks if there is a second to the motion. Another member of the group must provide the second in order for discussion to begin on the motion.
4. The Chair then restates the motion with these words: "It has been moved and seconded that …" and opens the floor to discussion.
5. The Chair recognizes members who wish to comment on the motion. Only one motion may be discussed at a time. It is important that all members of the group are clear on what the motion is and what its effect will be. Spirited discussion helps to answer questions and explore different interpretations and/or impacts of the motion.
6. At the end of the discussion, the Chair "calls for the question" and asks how many members vote "aye" and how many vote "no."

Legal Matters

Democracy at the municipal level is protected by many different local, state and federal laws. Beverly Hills commissioners must abide by the same regulations as the City Council. In fulfilling your role and responsibilities as a City commissioner, you should understand that these legal requirements are designed to give citizens fair access to their government and due process through public hearings.

The Brown Act

Whenever a quorum (or majority) of a commission is discussing city business, it is a meeting as defined by the Brown Act. All meetings must be open to the public, noticed and agendized. The public must receive notice of subjects being discussed at the meeting and be given an opportunity to comment. In regard to the Brown Act, all councils, boards and commissions are "legislative bodies." The Brown Act applies to all commissions established by the City Council, even if the commission only reviews or takes administrative actions.

Commissioners should be very wary about discussing business among themselves before meeting in public. Such actions, sometimes known as "serial" meetings, are strictly prohibited. Specifically, this means that commissioners may not individually meet, telephone, email, fax or otherwise communicate among each other about a topic that will eventually involve the action of a quorum. Such behind-the-scene moves are a violation of the open meeting law, depriving the public of the right to hear the deliberations and to participate in the decision-making at a meaningful time.

Conflict of Interest

The Political Reform Act of 1974 applies the economic conflict of interest law to members of certain City commissions, as well as to elected and appointed officials. As stated in the Government Code, "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his/her official position to influence a government decision in which s/he knows or has reason to know s/he has a financial interest." The financial interest of immediate family members must also be considered.

While there is nothing wrong about having a conflict of interest, it is improper when you fail to disclose that interest, and use your official position to influence a decision that could serve your interest. When matters come before an advisory body in which an individual member has a direct or indirect financial interest and the action of the body could significantly affect that interest – beneficially or detrimentally – the member *must* disqualify himself/herself. He or she must abstain from all discussion and voting, and cannot try to influence the outcome of the matter in any way. The member should state the nature of the conflict and should leave the room until that item is finished.

If in doubt: Whenever a commissioner believes there may be an economic conflict of interest, he or she should seek an opinion from the City Attorney or the

Fair Political Practice Commission. At any time, it is safest to err on the conservative side and to publicly identify the conflict.

Statements of Economic Interest Disclosure

The California Political Reform Act requires designated City officials, elected officials and members of the Planning Commission to file a statement of economic interest within 30 days of taking office and annually thereafter. The statement should be filed with the City Clerk. By City policy, certain other members of advisory boards may also be required to file this statement, disclosing investments and interest in real property held and income received during the reporting period.

Other Legal Issues

- Commissioners may not endorse ballot measures or candidates for public office. However, commission members may use their official title in political activities to identify themselves. Members should clearly note that any statement about a political position represents only their personal view of the issue or candidate and in no way implies endorsement by the commission or City.
- Correspondence (including letters, emails and other written communications) should not appear to represent the viewpoint of the commission unless it is for official business and has been approved by the commission.
- If a commissioner meets privately with an individual who has an item coming up for review, he or she should not make voting decisions or commitments. Equal opportunities and due process must be extended to all parties in matters under consideration. Commissioners may wish to disclose such contacts at the board meeting when the item is discussed.

APPENDIX

Sample Agenda

A detailed Commission packet is available for review in the Library and City Clerk's Office.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Conference Room 280-A is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

CITY OF BEVERLY HILLS
City Hall Room 280-A
AGENDA

HEALTH AND SAFETY COMMISSION REGULAR MEETING
July 27, 2009; 4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES
- Consideration of minutes of June 22, 2009.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE
At this time, members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda.

E. REPORT FROM THE CHAIRPERSON
- Mayor's Cabinet Meeting – July 8, 2009.
- Other items of interest.

F. DIRECTOR'S REPORT
- Report from Myra Lurie, Beverly Hills School District Board Member
- Information Only:
  a) Health and Safety Commission Calendar
- Other Items

G. NEW BUSINESS
1. Commission Terms
2. Roles and Responsibilities of Commissioners in Disasters
3. Update on Health and Safety Week
4. Change of August Meeting Date

H. COMMENTS FROM COMMISSIONERS
Commissioners' brief responses to public comments, questions for clarification, brief announcements, request for information, and brief reports on activities.

I. ADJOURNMENT

Sample Minutes

MINUTES

CITY OF BEVERLY HILLS
RECREATION AND PARKS COMMISSION

Regular Meeting of Tuesday, May 26, 2009

The regular meeting of the Recreation and Parks Commission was held in the Room 280-A, Beverly Hills City Hall, 455 North Rexford Drive
2:00 p.m.

ROLL CALL:
The meeting was called to order at 2:02 p.m.

Commissioners Present: Block, Blumenfeld, Tavelman Collins, O'Krent, Rothner

Staff Present: Miller, Zoet, Banks, Latta, Castaneda, Row

CONSIDERATION OF MINUTES

TAB
1. Minutes of April 28, 2009

MOVED by Blumenfeld, SECONDED by Tavelman Collins with noted correction. (5/0)

AYES: Block, Blumenfeld, Tavelman Collins, O'Krent, Rothner
ABSENT:
CARRIED

ORAL COMMUNICATION FROM THE AUDIENCE
Friends of Greystone First Vice Chairperson Marty Geimer invited Commissioners to attend the upcoming Family Festival Event on June 14th at Greystone.

NEW BUSINESS/STAFF REPORTS CORRESPONDENCE
2. Proposed Parking Modifications to Park Way
   Assistant Director Zoet introduced Transportation Director Chad Lynn and Assistant Director Aaron Kuntz to address the Commission regarding a recommendation from the Traffic and Parking Commission that would change the metered parking along Park Way between Rodeo and Crescent Drive.

   Commission discussed the impacts to park patrons and residents.

   MOVED by Block, SECONDED by Blumenfeld noting commission agreement with staff recommendations to keep the parking spaces on Park Way available until the park closes. (5/0)

   AYES: Block, Blumenfeld, Tavelman Collins, O'Krent, Rothner
   ABSENT:

CARRIED

3. Lasky Drive Street Tree Master Plan - Update
   Assistant Director Zoet gave a brief update, as Parks and Urban Forest Manager was absent and as noted in report the Commission would be kept apprised of date item would be presented to City Council.

4. Volunteer Programs 2008/2009 - Report
   Recreation Services Manager Banks gave a detailed report of the success of the 24th Annual Volunteer Brunch that was held at the Beverly Hills Hotel on Sunday, April 26th. Commission was presented with recommendations for 2010 to consider a new venue due to the budget restraints and possibly revising the program.

5. Frank Fenton Field - Report
   Staff gave a brief summary of the direction from the City Manager's office for the Commission to focus their efforts on only plaque type recognition similar in size to the Will Rogers Memorial Park bronze plaque. A recommendation should also be made on how the plaque should be installed: on a pedestal; flush on the ground; or mounted on an adjacent building; etc, and what specific working should be included on the plaque.

   Beverly Hills Resident Linda Roberts addressed the Commission and staff and voiced her concerns and voiced why she felt a proper recognition should be considered in recognition of Mr. Fenton's efforts in obtaining that green space for the community.

   Commission and staff will discuss options, visit the site, and bring back for a recommendation.

6. Meeting with BHUSD Staff Regarding Preschool - Report
   Staff provided an update on a meeting held with the Beverly Hills Unified School District to review the Blue Ribbon Preschool Committee report and discuss the nine recommendations that came from the study.

   The nine recommendations noted:
   1. BHUSD should not attempt to start its own stand-alone preschool.
   2. Approach the City of Beverly Hills to propose and negotiate a joint preschool program and build on its solid reputation.
   3. An Educational Programs Director is needed.
   4. Incorporate California Preschool Recommended Guidelines for Curriculum.
   5. Use Measure E funds to convert classroom space at each K-8 for preschool use.
   6. Raise overall tuition while providing subsidies for Beverly Hills residents for demonstrated need.
   7. New profile/rebranding of Preschool Program.
   8. Growth and expansion of enrollment through reconfiguration of locations.
   9. Special Needs/Special Education Programs must be folded into the new preschool program to take advantages of economies of scale.

   Commission will be kept apprised.

7. Capital Improvement Project – Updates

Assistant Director Zoet made provided updates on active CIP projects affiliated with the Community Services Department which included: Will Rogers/Beverly Gardens Renovations; Greystone Park Improvements; La Cienega Tennis Center Locker Room Rehabilitation; Gateway Signage Improvements; Hamel Park Renovation; Roxbury Park Renovation; and other Non-CIP/Supplemental Information.

8. Assistant Director's Report

Affaire in Gardens Art Show – Review
Senior Recreation Supervisor Brynan gave a brief report of the bi-annual Affaire in the Gardens Art Show.
Beverly Canon Gardens WI-Fi
Assistant Director Zoet gave a brief report of the Beverly Canon Gardens Wi-Fi status.
Beverly Canon Gardens Fees and Permits
Commission was apprised of the fees and permits for Beverly Canon Gardens.
Calendar 2009 Meeting Dates
Commission was provided calendar with upcoming meeting dates.
Department Press Releases
Commission was provided with Department Press Releases

UNFINISHED BUSINESS/COMMENTS BY COMMISSIONERS INCLUDING TOPICS FOR FUTURE AGENDAS

AD HOC/CHAIRPERSON REPORTS

9. Commission AD Hoc
   a. City Council Liaison/Mayor's Cabinet – Meeting was cancelled – No report.
   b. Beverly Canon Gardens (Rothner/Tavelman Collins) – Discussed Tab #8
   c. Coldwater Canyon Park Reservoir (Block/Rothner) – No discussion
   d. Farmers' Market (Blumenfeld/Rothner) – No discussion
   e. Fine Arts (Rothner/Tavelman Collins) – No discussion
   f. Gifting Concept (O'Krent/Tavelman Collins) – No discussion
   g. Greystone Park (Block/Tavelman Collins) – Discussed Oral Communication.
   h. Master Plan for La Cienega and Roxbury (O'Krent/Blumenfeld) – Brief update was given.
   i. Seniors/Volunteers (Blumenfeld/Rothner) – No discussion
   j. Special Events/Concert Series (Rothner/Tavelman Collins) – No discussion
   k. Sports (Blumenfeld/O'Krent) – Brief discussion on the proposed Sports Fee Proposal
   l. Street Tree Master Plan (Blumenfeld/Block) – Discussed Tab # 3
   m. Teens (O'Krent/Tavelman Collins) – Commission was invited to the Teen Movie Night in the Boat Court

ADJOURNMENT

MOVED by O'Krent, SECONDED by Tavelman Collins to adjourn. (5/0)

AYES: Block, Blumenfeld, Tavelman Collins, O'Krent, Rothner
ABSENT:
CARRIED

The meeting was adjourned at 4:09 p.m.

_____

Marc O'Krent, Chairperson

Sample Action Script

ARCHITECTURAL COMMISSION - ACTION SCRIPT

COMMENT TO THE AUDIENCE:

CHAIRPERSON: If anyone in the audience wishes to address the Commission on any agenda item this (AFTERNOON/EVENING), please be sure to write your name and address on one of the speaker slips at the door and submit it to the secretary

PUBLIC HEARINGS:

CHAIRPERSON: This is the time and place for a public hearing to consider a request for _____ at _____

Is there a report from staff? (Or waive staff report if no objection)

And/or

The staff report shall be entered into the record.

CHAIRPERSON: Does the applicant or their representative wish to be heard?

APPLICANT: Comment.

CHAIRPERSON: Are there any questions from the Commission for the applicant?

COMMISSION/ APPLICANT: Questions and answers.

CHAIRPERSON: Is there anyone in the audience who wishes to be heard in this matter?

AUDIENCE: Comment.

CHAIRPERSON: The public hearing is closed.

CHAIRPERSON: Are there any comments from the Commission?

COMMISSION: Comments.

CHAIRPERSON: The Chair will now entertain a motion.

ANY COMMISSIONER: I move that the Commission APPROVE the request as presented.

Or

I move that the Commission APPROVE the request, subject to conditions, as follows.

Or

I move that the Commission continue the hearing for restudy and resubmission for review at a later date.

CHAIRPERSON: Is there a second?

ANY COMMISSIONER: Second.

CHAIRPERSON: Will the secretary please poll the Commission?

SECRETARY: (Takes Commission vote: Commissioner __, Commissioner ____, etc.)

CHAIRPERSON: The Architectural Commission's decision on this matter is final unless an appeal is filed with the City of Beverly Hills Council within 14 days.

Or

The public hearing has been reopened and continued to the meeting of_____. No further notice will be given.

# # #